

Patcham U3A Privacy Policy

Patcham U3A (hereafter the U3A) treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you express an interest in becoming a member of the U3A you will be asked to provide certain information. This is:

- your name
- home address
- email address
- telephone numbers
- emergency contact details

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership and group sign up forms. At the point that you provide your personal information for membership purposes, we also request that you provide consent for us to store and use your data. This consent is required in order to ensure our compliance with data protection legislation.

How do we use your personal information?

We use your personal information:

- To provide our U3A activities and services to you
- For administration, planning and management of our U3
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our U3A activity

We will send you messages by email, other digital methods, telephone and/or post to advise you of U3A activities.

Who do we share your personal information with?

We may disclose information about you, including your personal information;

- Internally - to committee members and group co-ordinators – as required to assist your participation in our U3A activities;
- Externally – with your consent for products or services such as direct mailing for the Third Age Trust magazines, Third Age Matters and Sources
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside the U3A we will seek your consent and inform you as to who the information will be shared with and for what purpose.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 6

months after you have ceased membership with the U3A. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

How your information can be updated or corrected?

To ensure the information we hold is accurate and up to date, members need to inform the U3A as to any changes to their personal information. You can do this by using the Contact us link on the website

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

How do we store your personal information?

Your membership information is held on an external membership management system, supplied by the national U3A, and accessed by committee members and Group Co-ordinators as appropriate

Availability and changes to this policy

This policy is available on the U3A website or a written copy may be obtained by post or email on request to the Membership Secretary (see details above).

This policy may change from time to time. If we make any material changes we will make members aware of this at the weekly members' meetings.

Contact

If you have any queries about this policy or have any complaints about our privacy practices, please contact the Membership Secretary as above.

We would like to thank Brunswick, West Hove & Portslade U3A for kindly allowing us to use their policy as a basis for this document.