

# Perth u3a Privacy Policy

## 1 Introduction

### 1.1 Privacy

Perth u3a treats your privacy rights seriously. This Privacy Policy sets out the basis on which we collect, store and use personal data about you. This is to make sure you have a full picture of how we collect and use your personal data.

### 1.2 This Policy describes:

- 1.2.1 who is responsible for the personal data that we collect about you;
- 1.2.2 the personal data we collect about you;
- 1.2.3 how we use it;
- 1.2.4 who we may disclose it to; and
- 1.2.5 your rights and choices in relation to your personal data.

## 2 Who is responsible for the personal data that we collect?

The committee of Perth u3a is responsible as the data controller with reference to the personal data we collect about you.

## 3 What personal data do we hold about you?

### 3.1 Collection of Personal Data

We collect and use personal data about you for the purpose of communicating with you as a member of Perth u3a.

This includes your:

- name (title, first name and surname)
- preferred name
- postal address
- email address
- telephone number
- mobile number
- emergency contact details (optional)
- wish to receive (or not) issues of *TAM (Third Age Magazine)*

The minimum information we require is your name, postal address and phone number.

When you express an interest in becoming a member of Perth u3a, we ask you to provide personal data by completing a membership form. You may ask us to modify this information by phone, email, or otherwise.

With your personal data, we also record when you paid your membership fee and which interest groups you belong to. When we invite you to renew your membership, we ask you to update your personal data, if required.

## 4 Information about third parties

In the course of us communicating with you, you may provide us with personal data relating to a third party (your emergency contact).

We will use this third party personal data in accordance with this Privacy Policy. If you are providing personal data to us relating to a third party, you confirm that you have the consent of the third party to share such personal data with us.

## 5 How do we use the personal data we collect about you?

### 5.1 Purposes

We use your personal data:

- for administration, planning and management of Perth u3a
- to allow communication between group leaders and their group members
- to communicate information likely to be of interest to members of Perth u3a, for example:
  - news about Perth u3a
  - notices about meetings and events
  - information from the Third Age Trust and u3a Scotland
  - notices about reduced prices for u3a members

Using your personal data, we can facilitate your full participation as a member of Perth u3a. We send you messages by email, other digital methods, telephone and post as appropriate to advise you of u3a activities. If you do not have email, we send your renewal invitation by post, but otherwise we communicate information through our News Roundup.

### 5.2 Legal Basis

Under data protection law, we can use your personal data only if we have a legal basis to do so, and we must tell you what that legal basis is. Perth u3a declares that it uses the basis of *legitimate interest* to process your personal data.

## 6 Automated processing

We do not use your personal data to make any automated decisions that might affect you.

## 7 Who may we disclose your Personal data to?

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

- internally – to committee members and group leaders – as required to facilitate your participation in our u3a activities
- externally – to the suppliers of our external membership management system and of products or services such as:
  - direct mailing for the Third Age Trust magazines
  - printing of renewal invitations (if you do not have email)
- if we have a statutory duty to disclose it for legal or regulatory reasons

Where we share information about you with external suppliers, Perth u3a committee seeks assurance from suppliers that their digital and physical systems and procedures are secure.

Where we need to share your information outside of Perth u3a for any other purpose, we seek your permission and inform you who the information is shared with and for what purpose.

## **8 How long will we keep your personal data?**

Information about your membership is not normally stored for longer than 12 months after your membership has lapsed. Exceptions to this are when legal or insurance circumstances require information to be held for longer during investigation or resolution. If this is the case then you will be informed how long the information will be held for and when it is deleted.

## **9 Your rights**

You have certain rights with respect to your personal data. These are listed below:

- Right of access to your personal data
- Right to rectify your personal data
- Right to erasure of your personal data
- Right to restrict the use of your personal data
- Right to data portability
- Right to object to the use of your personal data
- Right to withdraw consent (if or when we relied on your consent as the lawful basis under which we process your data)
- Right to complain to the relevant data protection authority

## **10 Third party links**

Our Website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for how they handle your personal data.

## **11 Availability and Changes to our privacy policy**

This policy is sent to new members when they join. It is also available on our website at <https://u3asites.org.uk/perth/page/28963> or you can request a copy from a committee member. This policy may change from time to time. If we make any material changes, we make members aware of this in News Roundup and at Open Meetings.

## **12 Queries**

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact a committee member – their contact details are in our printed programme.

## 13 Adoption and Review

This policy was adopted on 15<sup>th</sup> June 2021. Next Policy review due: 1<sup>st</sup> June 2024

- 13.1 Draft version 0.1, 25<sup>th</sup> May 2021, based on Third Age Trust Sample Template, prepared by Dave Smith, Membership Secretary Perth u3a
- 13.2 Draft version 0.2, 4<sup>th</sup> June 2021, prepared by Dave Smith, incorporating review comments and amendments from Anne Trant
- 13.3 Draft version 0.3, 14<sup>th</sup> June 2021, prepared by Dave Smith, to clarify in Section 2 that it is The committee of Perth u3a that is the data controller (replacing just Perth u3a).
- 13.4 Published Version 1.0, date 15<sup>th</sup> June 2021, prepared by Dave Smith, approved by Perth u3a Committee at monthly Committee Meeting 15<sup>th</sup> July 2021
- 13.5 Version 1.0 Reviewed by Committee 14<sup>th</sup> June 2022 – no changes, no new version.
- 13.6 Version 1.0 Reviewed by Committee 2<sup>nd</sup> May 2023 – no changes required.