

PETERSFIELD U3A - DATA PROTECTION AND PRIVACY POLICY

The following personal information relating to members is held on the Petersfield U3A Membership Database:

Name, Address, Telephone Numbers, Email address

This information will be used for the following purposes:

For communicating with members on U3A matters

For sending Petersfield U3A News and Views and N&V Xtra via the use of
*Mailchimp

For sharing with leaders of groups to which the individual belongs and in some cases, to other members of those groups

To send general information about the Third Age Trust (the national organisation to which U3A's are affiliated)

To be added to the direct mailing list for the Third Age Trust magazines – Third Age Matters and Sources.

Consent for such information to be held and shared as above is obtained via the Application for Membership form.

Consent for such information to be shared as above may be withdrawn by contacting the Membership Secretary.

Access to the database is limited to elected members of the Management Committee. Such members to be advised of their responsibilities relating to data protection.

Full access to the database for remedial purposes is limited to the Database managers and the Membership Secretary.

If it is necessary to transfer data outside the U3A, additional, specific consent must be obtained.

Signed consent will be held for one year and renewal of that consent will be obtained via the renewal request letter. Lapsed members' details to be held for 5 years from date of leaving and then removed from the database.

All persons having access to the Database and or information held on the Database will be advised of their responsibilities relating to data they hold about their members.

Members wishing to see the full data held about them may request this from the Membership Secretary.

*The following is an extract from MailChimp's Privacy Policy:

Your Distribution Lists are stored on a secure Mailchimp server. We do not, under any circumstances, sell your Distribution Lists.

Their full Privacy Policy may be found at <https://mailchimp/legal/privacy/>