

PRIVACY POLICY

Pontesbury & Rea Valley u3a (hereafter called “PRV u3a”) treats your privacy rights seriously. This Privacy Policy sets out the basis how we will deal with your “personal data”, namely, information that is about you and which identifies you. This policy must be read in tandem with PRV u3a Data Protect Policy and Legitimate Interest Assessment for Emergency contacts, available on the PRV u3a website.

What personal data do we collect?

When you become a member, or express an interest in doing so, of PRV u3a, you will be asked to provide certain information. This includes:

- Name
- Postal address
- Email address
- Telephone number
- Mobile number
- Your membership basis (full or other branch membership)
- The interest groups you have joined or would like to see or join
- Emergency contacts (name, mobile/home number, relationship)

How do we use your personal data?

We will use your personal data where we have a legal basis for doing so, as follows:

- To set up and manage your membership of PRV u3a
- For administration, planning and management of PRV u3a
- To communicate with you about PRV u3a activities
- To monitor, develop and improve the provision of our u3a activity
- For communication within any Interest Groups you join
- To contact your emergency contact who may need to collect, support or liaise, on behalf on your behalf, with a third party provider such as a medical professional. If you are providing personal data to us relating to a third party, this is on the basis that you have the consent of the third party to share such personal data with us and that you have made the information in this Privacy Policy available to the third party.

Who may we share your personal data with?

We may share your personal data with:

- the PRV committee members and group coordinators, as required, to facilitate your participation in PRV u3a activities
- Amongst the members of any PRV u3a interest group you have joined, to facilitate communications within the group
- To communicate with the Third Age Trust (charity number 288007) and Third Age Trust Trading Limited (company number 11899419), for example, for mailing of the Trust magazines, and our service providers and business partners, for example, any external membership data system if used in the future

- To a specified agency, if we have a statutory duty to disclose it for legal and regulatory reasons
- Other third parties, if we or substantially all of our assets are acquired by a third party (or are subject to a reorganisation within our corporate group), personal data held by us will be one of the transferred assets.

If we need to share your information with any other external agency we will seek your consent and inform you of the agency with whom the information will be shared and for what purpose.

If we transfer personal data outside the UK or the European Economic Area (EEA), we will implement appropriate and suitable safeguards to ensure that such personal data will be protected as required by applicable data protection law.

We may share the personal data of your emergency contact, in the event of an emergency, with:

- the PRV committee members and group coordinators of the interest groups you have joined
- a third party healthcare provider in the event we are unable to reach your emergency contact in the first instance.

How long will we keep your personal data?

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 12 months after your membership ceases. 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.

What are your rights?

You have certain rights with respect to your personal data. The rights will only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of your rights. Details of who to contact to exercise these rights can be found below in the Contact section.

| | Summary of your rights |
|--|---|
| Right of access to your personal data | You have the right to receive a copy of your personal data that we hold about you and information about how we use it, subject to certain exemptions. |
| Right to rectify your personal data | <p>You have the right to ask us to correct your personal data that we hold where it is incorrect or incomplete.</p> <p>To ensure the information we hold is accurate and up to date, member's need to inform PRV u3a as to any changes to their personal information. You can do this by contacting the Membership Secretary.</p> |

| | Summary of your rights |
|--|---|
| | <p>On an annual basis you will have the opportunity to update your information, 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. 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 one month of the request being made.</p> |
| Right to erasure of your personal data | <p>You have the right to ask that your personal data be deleted in certain circumstances. For example:</p> <ul style="list-style-type: none"> • where your personal data is no longer necessary in relation to the purposes for which it was collected or otherwise used; • if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal data; • if you object to the use of your personal data (as set out below); • if we have used your personal data unlawfully; or • if your personal data needs to be erased to comply with a legal obligation. |
| Right to restrict the use of your personal data | <p>You have the right to suspend our use of your personal data in certain circumstances. For example:</p> <ul style="list-style-type: none"> • where you think your personal data is inaccurate but only for so long as is required for us to verify the accuracy of your personal data; • the use of your personal data is unlawful and you oppose the erasure of your personal data and request that it is suspended instead; • we no longer need your personal data, but your personal data is required by you for the establishment, exercise or defence of legal claims; or • you have objected to the use of your personal data and we are verifying whether our grounds for the use of your personal data override your objection. |
| Right to data portability | <p>You have the right to obtain your personal data in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible.</p> <p>The right only applies:</p> <ul style="list-style-type: none"> • to personal data you provided to us; |

| | Summary of your rights |
|--|---|
| | <ul style="list-style-type: none"> where we rely on the following legal bases: <ul style="list-style-type: none"> consent; or for the performance of a contract; and when the use of your personal data is carried out by automated (i.e. electronic) means. |
| Right to object to the use of your personal data | <p>You have the right to object to the use of your personal data in certain circumstances and subject to certain exemptions. For example:</p> <ul style="list-style-type: none"> where you have grounds relating to your particular situation and we use your personal data for our legitimate interests (or those of a third party); if you object to the use of your personal data for direct marketing purposes; and where we use your personal data to take a decision which is based solely on automated processing where that decision produces a legal effect or otherwise significantly affects you. |
| Right to withdraw consent | <p>You have the right to withdraw your consent at any time where we rely on consent to use your personal data.</p> |
| Right to complain to the relevant data protection authority | <p>You have the right to complain to the relevant data protection authority, which is in the case of us, the Information Commissioner's Office (ICO), where you think we have not used your personal data in accordance with data protection law. The ICO's contact details are:</p> <p>Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> |

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. When you leave our Website, we encourage you to read the privacy notice of every website you visit.

Cookies

The website uses cookies to distinguish you from other users of the Website. This helps us to provide you with a good experience when you browse the Website and also allows us to improve the Website.

Changes to our privacy policy

This Privacy Policy is available on our website (u3asites.org.uk/pontesbury-reavalley). This policy may change from time to time. Members will be informed via the newsletter and the website when any material changes are made to PRV u3a's policies and procedures.

Contact

If you have any questions regarding this Privacy Policy or the way we use your personal data, please contact the Secretary at sue.anderson.u3a@gmail.com

Adoption and Review

Adopted: March 2023

Review date: March 2023