Privacy Policy

Preston 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.

Payment of a membership fee creates a contractual relationship. This contract establishes a lawful basis to hold members’ personal information.

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 includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Communication preferences.
- Gift Aid Information

Why 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 is collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your 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 Preston & District U3A activities and services to you.
- For administration, planning and management of our U3A.
- To communicate with you about group activities.
- To monitor, develop and improve the provision of our U3A activities.

We’ll send you messages by email, other digital methods, telephone and sometimes by 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 leaders – as required to facilitate your participation in activities.
- Externally – with your consent for products or services such as direct mailing for the Trust magazines (Third Age Matters and Sources). Where such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A we will seek your permission 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 the 12 months of your membership and for a further three (3) months if you have not renewed. If you do not renew during this period your membership will cease and your details removed. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is to be deleted. See Appendix 1

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED
Members personal data is held on the Preston & District U3A Beacon Management System. This data can only be accessed by authorised users. You can access and amend your personal data via the members portal https://u3abeacon.org.uk/u3aportal.php?u3a=232&sc=XTGQ

There is a tick box “Hide contact details from group leaders”. If you tick this box Group Leaders will still be able to email you, but your email address will not be displayed. **By ticking this only those with higher level of access rights will be able to view your personal details.**

You will need to contact the Membership secretary who will do this for you if you do not have internet access

HOW DO WE STORE YOUR PERSONAL INFORMATION?
We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Security measures include password protection of locally stored files.
AVAILABILITY AND CHANGES TO THIS POLICY
This policy is available on Preston and District U3A website with Members only access and password protected. Please do not share this password with anyone and keep it safe and secure. This policy may change from time to time.

If we make any material changes we will make members aware of this via the newsletter and the monthly members’ meetings.

<table>
<thead>
<tr>
<th>Description</th>
<th>Who Maintains</th>
<th>How Held</th>
<th>Long Held</th>
<th>Why Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Forms</td>
<td>Membership Secretary</td>
<td>1 year plus current year</td>
<td>Membership queries &amp; Gift Aid</td>
<td></td>
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<tr>
<td>Membership Database</td>
<td>Membership Secretary</td>
<td>6 years plus current year</td>
<td>HMRC Regulation</td>
<td></td>
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<tr>
<td>Third Age Matters</td>
<td>Membership Secretary</td>
<td>Ongoing</td>
<td>Changed when members join/leave or change option to receive TAM</td>
<td></td>
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<tr>
<td>Attendance Sheets</td>
<td>Admin</td>
<td>1 Year plus current year</td>
<td>To support accounts and In case of queries i.e. incidents</td>
<td></td>
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<tr>
<td>Visitors Record</td>
<td>New Members Representative</td>
<td>6 months</td>
<td>Monitor how many times they visit. If they continue to visit they will no longer be able to attend without becoming a member</td>
<td></td>
</tr>
<tr>
<td>Website Editors Passwords</td>
<td>Website Administrator</td>
<td>Ongoing</td>
<td>Changed when editors added/deleted or change any of their contact details</td>
<td></td>
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<tr>
<td>Annual list of walks</td>
<td>Walking Group Leader</td>
<td>Current year</td>
<td>Members Information</td>
<td></td>
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</tbody>
</table>

CONTACT
If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us: Email: Secretary via the Website contact page.

Policy date April 2018
Reviewed October 2018
Policy review April 2021