

RUTLAND u3a PRIVACY POLICY

Rutland u3a treats your privacy rights seriously. This privacy policy explains how we will deal with your 'Personal Information' that is, information that could identify you or is related to your identity.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you apply to become a member of Rutland u3a you will be asked to provide certain information. Namely:- Your Name*

- Home Address
- email address
- Telephone number
- Information regarding gift aid

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you via membership forms and in some cases supplemented by specific requests by group leaders. The lawful basis for collecting and storing this information arises from the contractual relationship that you, as a member, have with the u3a. In order to inform you about groups, activities and events that you can access as a member we need to store and process a certain amount of personal data.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our u3a activities and service to you;
- For administration, planning and management of our u3a;
- To communicate with you about your group activities;
- To monitor, develop and improve the provision of our u3a activity

We'll send you messages by email, post, other digital methods and telephone 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, the Trust's website administrators and group leaders- to facilitate your participation in our u3a activities;
- Externally-with your consent for products or services such as direct mailing for the Trust magazines, Third Age Trust and Beacon administrators.
 - We may also disclose your personal information with your consent, if we or substantially all of our assets are acquired by a third party (or are subject to a reorganisation within our corporate group);
 - Additionally, if we are under a duty to disclose or share your personal data in order to comply with any legal obligation concerning you.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION ?

In most instances information about your membership will not be stored for longer than 12

months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer e.g. HMRC

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform Rutland u3a of any changes to their personal information. You can do this by contacting the membership secretary (rutlandu3a.members@gmail.com) by email or via 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, please contact the membership secretary as detailed above. Unless there are circumstances which prevent us from complying with this request – for example where the information contains references to other individuals or for legal, investigative or security reasons we will usually respond within 14 days of the request being made.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the Rutland u3a website. This policy may change from time to time. If we make any material changes we will make members aware of this through the newsletter.

CONTACT

If you have any questions about this policy, need it in alternative format, or have any complaints about our privacy practices, please contact us at rutlandu3a.data@gmail.com

BRH. 25.3.2021

To be reviewed March 2023