

## **U3A in Scotland Privacy Policy**

U3A in Scotland 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.

This policy deals with:

- U3A Representatives (Delegates, Officers etc.) of member U3As and anyone appointed or co-opted to the U3A in Scotland Executive Committee or organisers of U3A in Scotland activities where we have a legitimate interest in collecting personal data;
- Individual U3A members who book or attend events organised by U3A in Scotland where we have a contractual need to collect personal data.

### **What personal information do we collect?**

You are asked to provide certain information: when your U3A becomes a Member of the Third Age Trust, and your U3A thereby becomes a Member of U3A in Scotland; and when you become an Officer or Committee Member of U3A in Scotland. This information may include the following contact details:

- name;
- email address;
- telephone number;
- postal address.

When you are nominated as a Committee Member of U3A in Scotland, you are asked to provide your:

- name;
- the names and signatures of your proposer and seconder.

When you book an individual place at an All Scotland Assembly, Annual General Meeting or Summer School you are asked to provide certain information. This may include your:

- name;
- email address;
- telephone number;
- postal address;
- dietary or access requirements;
- name and telephone number of emergency contact.

### **How do we collect this personal information?**

All the information collected is obtained directly from you. This may be when your U3A first becomes a Member of U3A in Scotland. Other information is collected by booking forms or emails, for Assemblies, AGMs and Summer Schools; by membership subscription payment forms and by Committee nomination forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a Member, have with the Third Age Trust. In order to inform you about, and register you for, activities and events that you can access 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 U3A in Scotland activities and services to you;
- for administration, planning and management of U3A in Scotland;
- to communicate with you about U3A in Scotland activities;
- to forward to you requests for relevant information received through the U3A in Scotland website.

We may send you messages by email, post, telephone and through the website to advise you of U3A in Scotland activities.

### **Who do we share your personal information with?**

We may disclose information about you, including your personal information

- Internally - to Committee members and event organisers – as required to facilitate your participation in U3A in Scotland activities;
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of U3A in Scotland we will seek your consent 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 12 months. 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 and when it is deleted.

### **How your information can be updated or corrected**

To ensure the information we hold is accurate and up to date, member U3As need to inform the U3A in Scotland as to any changes to their personal information. You can do this by emailing the Secretary on [u3ascotlandsecretary@gmail.com](mailto:u3ascotlandsecretary@gmail.com). On an annual basis you will have the opportunity to update your information, as required, via the membership subscription process. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Secretary as detailed above. 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 14 days of the request being made.

### **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 technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services.

For personal data held on laptops or other devices belonging to representatives of U3A in Scotland, these persons are fully aware of the requirements of this policy. Any loss of such a device will be treated as a data breach and dealt with accordingly.

Hard copies of any records will be minimised.

### **Availability and changes to this policy**

This policy is available on the U3A in Scotland website <https://u3asites.org.uk/scotland>. This policy may change from time to time. If we make any material changes we will make members aware of this via email and the U3A in Scotland Newsletter.

### **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 at [u3ascotlandsecretary@gmail.com](mailto:u3ascotlandsecretary@gmail.com).

*Policy review date: 09/2021*

*Reviewed and amended on 1/2/2022*

*Next review date February 2025*