



## Selby U3A Privacy Policy

# 1 Document control

Version 1.2 – 18/7/2018

# 2 Privacy Policy

This privacy policy informs you about the information we collect from you and how we manage it. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your information.

This policy covers all Facebook pages and websites under the [www.u3asites.org.uk/selby](http://www.u3asites.org.uk/selby) or any other future website address we use. Our website may include links to external sites over which we have no control. We cannot guarantee the accuracy or security of external sites.

## 2.1 Who we are

We are Selby U3A an autonomous group under the aegis of The Third Age Trust, whose address is 52 Lant Street, London SE1 1RB. You can contact us by using the contact section of our website or by email to our Secretary [selbyu3a@gmail.com](mailto:selbyu3a@gmail.com) or by telephone on 01757 706457

Any enquiries about our use of your personal data should be addressed to the Secretary at the contact details above.

## 2.2 How we use your information

### 2.2.1 When you use our website

When you use our website to view the information we make available, a small number of cookies are used by us to allow the website to function, to collect useful information about visitors and to help to make your user experience better.

Some of the cookies we use are strictly necessary for our website to function.

We do not place third party advertising cookies.

If you do not wish to receive cookies, please disable them in your browser. However, this will lead to reduced site functionality.

## **2.2.2 When you sign up for our newsletter**

When you sign up for membership, we will email you our newsletter, and we ask you for your name, address, telephone and email address.

We use this information to send you our newsletter. From time to time, we may send you surveys and other miscellaneous communications relating to your U3A membership. We will do this based on your consent. We will not send you marketing materials, nor will we sell your data.

We do not use the information you provide to make any automated decisions that might affect you.

We will retain your details until you unsubscribe from the list, which you can do at any time.

## **2.2.3 When you take up certain roles within Selby U3A**

When you take up certain roles within your U3A, you accept that Selby U3A provides The Third Age Trust with your name, email address and contact number. The roles this applies to are as follows:

- Chairman
- Secretary
- Treasurer
- Membership Secretary
- Website editor
- Newsletter editor

They use this information to send you information relevant to your role in your U3A such as mailings, newsletters, events, surveys and more. They do this because of our legitimate interest in keeping you informed.

This information is not shared outside of the organisation. It is stored in a secure, access-controlled database.

Third Age Trust (TAT) do not use the information you provide to make any automated decisions that might affect you.

TAT keep this information until they are informed that you no longer wish to be a member of Selby U3A in one of the aforementioned role. Once they have received this notification, your information will be deleted from their systems within one year.

#### **2.2.4 When you submit an enquiry to us**

When you submit an enquiry via our website, we ask you for your name, and email address. When you contact us by telephone, we additionally ask you for your contact telephone number.

We use this information to respond to your query, including providing you with any requested information. We may also email or call after your enquiry in order to follow up on your query and ensure that we have answered it to your satisfaction. We will do this based on our legitimate interest in providing accurate information.

We do not use the information you provide to make any automated decisions that might affect you.

#### **2.2.5 When you participate in a survey**

When you participate in a survey, we may ask for your name, telephone number and email address.

We will use the information you provide for research purposes as specified on each survey, based on our legitimate interest in collecting statistical data about the movement.

We do not use any information you provide to make any automated decisions that might affect you.

#### **2.2.6 When you submit information to us via an online form**

When you submit information to us via an online form, we may ask you for your name, and email address. We may also ask you for other information

such as your address. Any other information we ask you for will be treated in the same way as information specifically mentioned in this privacy policy.

We will use this information only for the purposes specified on each form, and under the lawful basis specified on each form.

We do not use any information you provide to make any automated decisions that might affect you.

We will keep your information for various lengths of time depending on the form. This will be specified on each form.

**2.2.7 When you access the Third Age Trust website** via our link button you will be subject to their privacy policy which is available on their website at <https://u3a.org.uk/privacy-policy>

## **2.3 Your rights as a data subject**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time, but you will be subject to our membership obligations unless you leave Selby U3A.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

Selby U3A does not use automated processing or profiling to reach decisions about you.

To submit a request regarding your personal data by email, post or telephone, please use the Secretary contact information provided above.

## **2.4 Your right to complain**

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Information Commissioner's Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

## **2.5 Updates to this privacy policy**

We regularly review and, if appropriate, update this privacy policy, and as our services and use of personal data evolves. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent.

We will update the version number and date of this document each time it is changed.