

# Sleaford U3A Privacy Policy

Sleaford 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.

## **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.
- Subscription preferences.
- Emergency Contact
- Gift Aid Entitlement

## **How 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 will be collected via membership forms or online contact forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. 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. We will also ask for your consent for the recording and use of photographic or video images. 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 our U3A activities and services to you.
- For administration, planning and management of our U3A.
- To communicate with you about your group activities and events.
- To monitor, develop and improve the provision of our U3A activities.

We also send you messages by email, other digital methods, telephone and 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 our U3A activities.
- Externally – where we use an external membership management system and 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 necessary. The exceptions to this are instances where there may be legal and /or financial 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 deleted.

You are entitled to withdraw consent for your information, including photographic or video images, to be used or retained at any time and a process for submitting such a request is set out in Appendix A.

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

To ensure the information we hold is accurate and up to date, members need to inform the U3A as to any changes to their personal information. A member can do this for themselves through Beacon at any time. Or by contacting the Beacon Administrator or Membership Coordinator in written format to request that they update the information on the members' behalf.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the U3A holds on you, then please check via Beacon at any time as detailed above.

### **How do we store your personal information?**

We have in place a range of security safeguards to protect members' personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your information is held securely on the Beacon database and is accessed by committee members and group leaders as appropriate.

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

This policy is available on the Sleaford U3A website. This policy may change from time to time, but if Sleaford U3A have to make any material changes members will be made aware of this via the newsletter and the bi-monthly members' meetings.

### **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 the chairman.

Email: [chair@sleafordu3a.org](mailto:chair@sleafordu3a.org)

**This policy will be reviewed** On a three yearly basis: May 2021