



South East U3A Forum
(Kent, Surrey & Sussex U3A Networks)

DATA PROTECTION POLICY

The Forum treats your privacy rights seriously. Here we set out how we will deal with your 'personal information'; that is information that could identify or is related to the identity of an individual. All data will be held securely and processed fairly and lawfully.

SCOPE:- This policy applies to the work of the Forum, and relates to the gathering and holding of personal membership data for the purposes of arranging events, in line with data protection principles and the General Data Protection Regulations. It should be read in tandem with the Third Age Trust's Privacy Policy.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you apply to attend one of our events you are asked to provide certain information. This may include:

Name/Home Address/ Email Address/Phone Numbers/Next of Kin etc.

HOW DO WE COLLECT THIS PERSONAL DATA?

All the information collected is obtained directly from you, via forms, which will ask for your consent for us to store your data and use it to communicate with you according to current data protection legislation. It is always possible to request that the information you provide be deleted.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

For administration, planning and management of Forum events.

To send you messages by email, telephone and post to confirm details of your booking

Who do we share your personal information with?

We may disclose your personal information:

Within U3A - to Forum members and Summer School tutors, only as required to facilitate your participation in our activities.

Externally – The University of Chichester requires information relating to Summer School attendees who are on campus for security reasons.

If we have a statutory duty to disclose it for other legal and regulatory reasons, in which case you would be informed.

NB We do not share your information with any other external organisation or company for commercial gain.

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 will not be stored for longer than eighteen months after an event.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We protect your personal information against loss or theft and unauthorised access, disclosure, copying, use or modification. Where possible your personal information is held electronically on password protected computers and secure transfer systems are used when it is necessary to share information. We may also hold paper copies of application forms during the booking period and conduct of events.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy can be accessed on the Forum website. Any material changes will be announced through Network communications.

CONTACT

If you have any queries about this policy, or have any complaints about our privacy practices, please contact the Chairman of the Forum through our website - <https://u3asites.org.uk/southeastu3aforum> .