



## **SPELTHORNE UNIVERSITY OF THE THIRD AGE**

**Registered Charity No. 1098804**

### **SPELTHORNE U3A PRIVACY STATEMENT – MAY 2018**

Any personal information members have provided to Spelthorne U3A and the Groups they belong to will be stored securely and used only in the following ways:-  
(The Membership Secretary stores all members personal details on a computer memory stick)

To perform membership administration, including meeting our statutory obligations.

To communicate with you as a U3A member.

To share with group leaders of those groups in which you have expressed an interest.

To share with the members of some groups, of which you are a member, to permit mutual contact, arrangement of car share and other mutual benefits.

To send you general information about the Third Age Trust (the national organisation to which U3As are affiliated), primarily that your name may be added to the direct mailing list for the Third Age Trust magazines – “Third Age Matters” and “Sources”.

(Note: this necessitates sharing your name and postal address with the distribution company).

To communicate with HM Revenue and Customs if you have signed a Gift Aid declaration.

(Note: Only your name, first line of address and postcode will be sent to HMRC to enable tax to be reclaimed on your membership fee).

Our lawful basis for processing your personal data is the legitimate interests for the successful operation of our U3A.

Other than as stated above, your data will not be passed to any third party without your further consent being sought. For example as may be required in booking U3A holidays.

Your membership cards for next year (2019) will have a request on the reverse for a next of kin contact in case of emergency for you to complete if you wish.

Photographs also constitute personal data and a request to be part of a group photograph can be refused .

You can request to have your details amended or request that they are not used for any of the above stated purposes by contacting the U3A Membership Secretary.

Members data will be retained for the duration of their membership of U3A and for a further period of twelve months.

If at any time you feel we have misused your personal data, please contact us. If you are not satisfied with our response you have the right to make a formal complaint to the Information Commissioner’s Office.