



Spelthorne U3A K2 Privacy Policy v.02.

(Registered Charity No. 1110936)

Spelthorne U3A K2 treats your privacy rights seriously. This privacy policy sets out how Spelthorne U3A K2 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 Spelthorne U3A K2 you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences
- Gift Aid declaration (if appropriate)

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 the membership application and renewal forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with Spelthorne U3A K2. In order to inform you about the groups, activities and events that you can access as a member, 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 Spelthorne U3A K2 activities and services to you
- For administration, planning and management of Spelthorne U3A K2
- To communicate with you about your group activities
- To monitor, develop and improve the provision of Spelthorne U3A K2 activity

We'll send you messages by email, post, other digital methods and telephone to advise you of Spelthorne U3A K2 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 – with your consent for products or services such as direct mailing of the Third Age Trust magazines – “Third Age Matters” and “Sources”. Note – this necessitates sharing your name and postal address with the distribution company;
- If we have a statutory duty to disclose it for other legal and regulatory reasons;

- Where appropriate, if you have signed a Gift Aid declaration, your name, first line of your address and postcode will be passed to HMRC on an annual basis to enable tax to be reclaimed on your membership fee.

Your personal details may be passed to the appropriate Group Leader(s) if you indicated an interest in a specific Group(s) on your Membership Application form. Group Leaders are provided with guidelines regarding maintaining security of their members' personal details.

Where we need to share your information outside of Spelthorne U3A K2 e.g. as may be required when booking a K2 holiday, we will seek your further 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 for and when it is deleted. In the case of Gift Aid, your information will be held for a period of 7 years. When your information is deleted, it will be disposed of in a secure manner.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform Spelthorne U3A K2 as to any changes to their personal information. You can do this by contacting the Spelthorne U3A K2 Membership Secretary on 01932 889337, e-mail su3ak2.membership.secretary@gmail.com or writing to 257 Laleham Road, SHEPPERTON, Middlesex, TW17 0DF. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view, amend or rectify the information that Spelthorne U3A K2 holds on you, you can make this request by contacting the Membership 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, Spelthorne U3A K2 will usually respond within 1 month of the request being made.

How do we store your personal information

Spelthorne U3A K2 has 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. Your membership information is held securely and accessed by only those Committee Members and Group Leaders who have a need to know.

Availability and changes to this policy

This policy is available on the Spelthorne U3A K2 website:-
<https://u3asites.org.uk/spelthornek2/welcome>.

This policy may change from time to time. If we make any material changes, we will make members aware of this via the Spelthorne U3A K2 Kontakt 2 Newsletter and regular monthly 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 Spelthorne U3A K2 via the website as detailed above or contact the Membership Secretary