



## **Spelthorne U3A K2 Privacy Statement - Issue 4** (Registered Charity No. 1110936)

Any personal information members have provided to Spelthorne U3A K2 (K2) and the Groups they belong to will be stored securely and used only in the following ways:

- 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 magazine – “Third Age Matters”. Note: this necessitates sharing your name and postal address with the distribution company. Should you not want to receive the publication, please contact the K2 Membership Secretary.
- To communicate with HM Revenue and Customs, if you have signed a Gift Aid declaration. 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 “legitimate interest”. Our only interests in your data are 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.

You can request a copy of your details, have them amended or request that they are not used for any of the above stated purposes by contacting the K2 Membership Secretary.

Members’ data will be retained for the duration of their membership of K2 and for a further period of twelve months unless our statutory obligations require them to be kept for a longer period.

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.

SU3A K2 may be contacted by emailing our Membership Secretary at [su3ak2.membership.secretary@gmail.com](mailto:su3ak2.membership.secretary@gmail.com) or by writing to the address given in the K2 Newsletter

*Adopted: 01/09/2023*

*Review date: 01/09/2025*