

Stanway U3A Privacy Policy V1.3



Date Approved by Executive Committee: 9 September 2019

Date Policy Due For Review: 9 September 2020

Stanway 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.

1. 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 your:

- Name.
- Postal address.
- Email address.
- Telephone number (land and mobile, if available).
- Subscription preferences.
- Gift Aid entitlement.
- Next of kin/emergency contact details.

2. 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 as a member of the U3A. 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. 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 information.

3. HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To communicate with members about the U3A's events and activities.
- To enable Group Leaders to communicate with their group members about specific group activities.
- To add members' details to the direct mailing information for the Third Age Trust magazine – Third Age Matters (where members have agreed to receive it).
- To communicate with members about their membership and/or renewal of their membership.
- To communicate with members about specific issues that may have arisen during the course of their membership.
- To provide the U3A activities and services to you.
- For administration, planning and management of the U3A.
- To monitor, develop and improve the provision of the U3A activities.

Depending on your preference, we'll send you messages by email, other digital methods, telephone and post to advise you of U3A activities.

4. WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH, AND WHY?

We may disclose information about you, including your personal information:

- Internally - to committee members and Group Leaders – as required to communicate with you and facilitate your participation in our U3A activities. Member contact details may be passed to another Trustee to enable fulfilment of/administration of their U3A duties.
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- Externally –with your consent for products or services such as direct mailing for the Third Age Trust magazine (Third Age Matters). The magazine is distributed by a third party processor and your information is shared with the distribution company via a secure online portal. Should you not wish to receive the magazine please contact the Membership Secretary.
- Externally - where the U3A enters into a contract with a supplier for membership data processing then the U3A Executive Committee shall scrutinise the Terms and Conditions of each supplier and satisfy themselves 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. In this instance we will seek to obtain your consent. Information would be shared without consent where there were serious safety concerns and it was felt to be in your or the U3As best interests to disclose information.

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.

5. HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. Information about your membership will not be stored for longer than you remain a member, unless it is required to satisfy financial regulations. The exceptions to this are instances where there may be legal 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.

6. 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. You can do this by contacting the Membership Secretary at any time via the contact details at the end of this policy.

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, you can make this request by contacting the Membership Secretary, as detailed at the end of this policy. 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 another individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

7. HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your information is held on a securely protected spreadsheet or other documents on devices either issued by the U3A or owned by committee members or volunteer officials, secured in accordance with the U3A IT and Data Security policy. We have 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 information or subsets of this information are accessed by Executive Committee members, Sub-committee members and Group Leaders as appropriate.

8. AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the U3A website and a copy may be obtained on request by contacting the IT and Data Security Officer as detailed below.

This policy will be reviewed on an ongoing basis by the U3A Executive Committee and may change from time to time. If we make any material changes we will make members aware of this via the newsletter, website and the monthly members' meetings.

9. CONTACTS

To update or check the details we hold for you (reference Para 6 above) please contact the Membership Secretary at membersstanway@gmail.com or by calling 07561 135235.

For other queries about this policy or if you have any complaints about our privacy practices please contact the IT and Data Security Officer at dataU3AStanway@gmail.com