



Stoke-on-Trent South U3A Privacy Policy

Stoke-on-Trent South 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.

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:

- Name.
- Home address.
- Email address.
- Telephone number.
- Gift Aid Agreement.

Displaying photographs of the membership on the U3A's website and publicity board also constitute personal information.

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 Membership Application forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation. Group Leaders will also request your contact details.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our U3A activities and services to you.
- For administration, planning and management of our U3A.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our U3A activities.

We may send you messages by email, telephone, and post to advise you of U3A 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 services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*).
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

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.

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 periods. Where this is the case then the relevant member/s will be informed for how long the information will be held, and when it has been deleted.

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:

Email: a.stevenson09@btinternet.com

Telephone:01782 395760

You may also contact the Membership Secretary should you consider that you have received communications for which you have not consented. You will receive a prompt response and the matter will be reported to the committee at its next sitting.

On an annual basis you will have the opportunity to update your information, as required, via the Membership Application/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 whose details are 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 another individual, or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on a computer spreadsheet, which is accessible to appropriate committee members only. Physical copies of membership applications are stored in a secure location by the Membership Secretary.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the Stoke-on-Trent South U3A Website, 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.

CONTACT

If you have any queries about this policy, or have any complaints about our privacy practices, please contact the relevant officers as shown below:

Email The Chairman or Business Secretary via the Contacts Button on the Stoke-on-Trent South U3A Website.

Policy review date: Authorised by Committee 8th March 2018