

## Privacy Policy

Stubbington 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 Stubbington u3a you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- Gift Aid entitlement
- Emergency Contact details

### How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your registration and the information will be collected via membership 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.

### 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 activity;
- In the event of an accident/incident where you are involved.

We'll contact you electronically, by post or telephone 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, Group Leaders and the Newsletter Editor – as required to facilitate your participation in our u3a activities;
- Externally - such as direct mailing for the Trust magazines – Third Age Matters and Sources, or the emergency services;
- 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 consent and inform you with whom and why the information will be shared.

## How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. Unless included in our encrypted membership database, 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 and when it is deleted. Gift Aid information is kept for up to 6 years in accordance with statutory requirements.

## How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, member/s need to inform the u3a of any changes to their personal information. You can do this by contacting the Membership Secretary. Should you wish to view the information that the u3a holds on you, you can make this request by contacting the Membership Secretary. 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 we will usually respond within 14 days of the request being made.

## How do we store your personal information?

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 membership information is held on a database/spreadsheet and accessed by the Membership Team.

## Availability and changes to this policy

This policy is available on the Stubbington u3a website or on request to the Committee Secretary. It may change from time to time. If we make any material changes we will make members aware of this via the Newsletter and the monthly members' meeting.

## Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, members shall contact a member of the Stubbington u3a Committee.

Updated: 25 January 2023  
Next Review date: 31 March 2026