

Surrey U3A Network

DATA PROTECTION POLICY

Surrey U3A Network treats your privacy rights seriously. In this policy we set out how we will deal with any personal information that we hold; that is any information that could identify or is related to the identity of an individual. All data will be held securely and processed fairly and lawfully.

SCOPE

This policy applies to the work of Surrey U3A Network and relates to the gathering and holding of personal membership data for the purpose of arranging events and meetings.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you apply to attend one of our events or meetings you are asked to provide certain information. This may include Name, Home Address, Email Address, Telephone Number, Name of Your U3A and Contact Name and Telephone Number(s) in case of an emergency.

HOW DO WE COLLECT THIS PERSONAL DATA?

All the information collected is obtained directly from you and we ask for your consent for us to store your data and use it to communicate with you according to current data protection legislation. It is always possible to request that the information you provide be deleted.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- For administration, planning and management of Surrey U3A Network events and meetings
- To send you messages by email, telephone and post to confirm details of meetings and bookings

WHO DO WE SHARE YOUR INFORMATION WITH?

We may disclose your personal information:

- Within Surrey U3A Network to only to members as required to facilitate your participation in our activities.
- If we have a statutory duty to disclose it for legal and regulatory reasons, in which case you would be informed.
- We do NOT share your information with any other U3A organisation or external organisation for any 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 will be stored for six months after an event is completed and has been reviewed or until we are informed of changes.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Every effort will be made to keep your data secure. We will store your data locally in a password protected environment on the computers of Surrey U3A Network event organisers. Paper records will be held securely. Only those members who need to know will be given access to the data. Your rights under the new General Data Protection Regulations (GDPR) will be adhered to, including the right to know what data we hold on you, your right to have access to this data, the right to have it corrected if it is wrong, and the right to have it deleted should you so wish.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy can be accessed on the Surrey U3A Network website. Any material changes will be announced through Surrey U3A Network communications.

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 the Chairman of Surrey U3A Network by email or by the Contact Page on the website.