

## Tenterden u3a Privacy Policy

Tenterden u3a collects, holds and processes personal data on the grounds of 'legitimate interest' in the collection and use of data to provide services to its members. When someone applies to join Tenterden u3a or renews their annual subscription we collect their:

- Name
- Home address
- Email address
- Telephone number
- Subscription preferences

The data is obtained directly via the membership or renewal form.

We use personal data:

- To provide u3a activities and services to members
- For administration, planning and management of Tenterden u3a
- To communicate with members about events, outings and group activities
- To deliver public health messages to members
- To monitor, develop and improve the provision of Tenterden u3a activities.
- We may use the data to communicate with members by phone post, email or other digital methods; we may disclose personal data:
- To Tenterden u3a Committee Members and group leaders, as required to facilitate member participation in our u3a activities
- To the Third Age Trust to register membership and enable provision of the Trust's Third Age Matters magazine and Sources directory to members
- To external bodies where we have a statutory duty of disclosure for legal or regulatory reasons.

If we need to share personal data outside the u3a we will provide information as to who the data will be shared with and for what purpose, and seek prior consent.

Tenterden u3a keeps personal data for the duration of an individual's membership and may retain the data for up to 6 months after the end of the final subscription year to allow for the possibility of renewal. In exceptional circumstances, where there are legal or insurance circumstances that require data to be held for longer while issues are investigated or resolved, individuals will be informed about the expected length of the retention and the final deletion of their personal data from Tenterden u3a's systems. To ensure the data we hold is accurate and up to date, members need to inform the Membership Secretary of changes to their personal data. Members may view the data that the u3a holds on them by contacting the Membership Secretary, who will usually respond within 14 days of the request. Electronic data is held in the Cloud on Google Sheets, with strong password protection, which may only be accessed by authorised Committee Members and an IT advisor over a secure connection. The Membership Secretary maintains a paper copy on file.

We may post non-identifiable photographs of Tenterden u3a members, such as group photographs or background photographs, on the Tenterden u3a website or distribute them in the Tenterden u3aUpdate without specific prior consent. Any photo with associated information that can uniquely identify an individual will be treated as personal data and will not be published in any form without prior consent. Should a member wish at any time to remove their consent they should contact [info@tenterdenu3a.org](mailto:info@tenterdenu3a.org) to advise that they no longer wish the photograph to be displayed.

The Committee will review the policy annually and whenever there is new guidance from u3a National Office and notify members of any material changes in the 'Update' newsletter. The current version of the policy will be maintained on the Tenterden u3a website.

*Version 2.0 October 2023*