

# Thame & District U3A Privacy Policy

Thame & District 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 preference
- Consent to my data being used for membership purposes as detailed below.

## 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 and the information will generally be collected via the membership 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.

## 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, other digital methods, 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 convenors – as required to facilitate your participation in our U3A activities.
- Externally – to send you general information about CHaTTR (the grouping of local U3As), Thames Valley Network (a wider grouping of U3As in the Thames Valley) and the Third Age Trust (the national organisation to which U3As are affiliated) and to allow your data to be shared with distributors of publications from these organisations.
- 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 current membership will not be stored for longer than 36 months. 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.

### **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 Secretary or the Membership Secretary (contact details are on the membership card).

On an annual basis you will have the opportunity to update your information, as required, via the membership form. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Secretary or 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 another individuals or for legal, investigative or security reasons. Otherwise we aim to respond within 28 days of the request being made.

### **HOW DO WE STORE YOUR PERSONAL INFORMATION?**

We will always aim to hold your information securely. To prevent unauthorised disclosure or access to your information, we will use physical and electronic security safeguards. We also follow procedures to ensure we work with all personal data in line with the General Data Protection Regulation (2018). All membership information is held on the membership application forms and on password protected spreadsheets. It is general accessed only by committee members and group leaders.

### **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available can be viewed on the Thame & District U3A website or by requesting a copy from the Secretary. This policy may change from time to time. If we make any material changes we will make members aware of this by email, via a newsletter and at the monthly members' meetings.

### **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 Secretary or the Membership Secretary (contact details are on the membership card).

Policy review date: 9 April 2018