

Thanet u3a Privacy Policy

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

- * Name.
- * Home address.
- * Email address.
- * Telephone number.
- * Emergency contact number (only provided with your permission – it is not a requirement). Leaders and organisers have access to these in case of emergencies.

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 forms or online contact 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'll 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 Thanet u3a activities.
- Externally – where the committee has judged that digital and physical systems and procedures are secure e.g. 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 u3a we will seek your permission and inform you as to whom 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.

We will retain your information as long as you are registered as a member of Thanet u3a. If you resign or do not renew your membership within the specified time frame your details will be removed.

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 Thanet u3a as to any changes to their personal information. You can do this by contacting the membership secretary at any time:

Email: membership@u3athanet.org.uk Telephone: 07519718301

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form, or by replying to any emails sent to you which contain your details. Should you wish to view the information that the u3a holds on you, you can make this request by contacting the membership secretary – as detailed above.

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 in a system managed by the u3a Trust called Beacon. This is an online system, with access controlled by the relevant Thanet u3a committee member. All data is held securely online. Where data is downloaded for reporting purposes it is deleted after the report has been produced. A regular backup onto a PC is taken, this is password protected.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy can be accessed via a link to our website in the Thanet u3a monthly email. It can be also be accessed by going to our website and clicking the Documents tab. Members will be notified of any material changes.

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 membership secretary as above.

Approved by Thanet u3a Committee July 5th 2022

Policy review date: July 2025