

# Torbay U3A Privacy Policy

This policy explains how Torbay U3A processes personal information and safeguards data privacy.

When you subscribe as a member of Torbay U3A you are required to complete a form detailing your name, home address, email address and telephone number, and confirming your assent to the storage and use that may be made of this data. The lawful basis for collecting and storing your information is the contractual relationship that any member has with the U3A. We use this personal information:

- For administration, planning and management of our U3A
- To communicate with you about group and other activities, by email, post or telephone

We may also share your personal information

- Internally – but only to Committee members and Group Leaders – where required to facilitate your participation in U3A activities. Also, at the discretion of the membership secretary, contact details may be given in response to an individual member enquiry where urgency or other circumstance precludes use of normal channels (for example, to send a late greeting card). Under normal circumstances an enquiry will first be referred to the subject of the enquiry.
- Externally – with your consent, for direct mailing of the Third Age Trust magazines
- 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 as to the purpose and with whom the information will be shared. We will never share your data with any third party for marketing, canvassing, or other commercial purposes.

In most instances information about your membership will not be stored for longer than 12 months after your membership expires. The exceptions to this are for records of Gift Aid claims, or instances where there may be legal or insurance circumstances that require data to be held whilst issues are investigated or resolved. In this case member/s will be informed as to how long the information will be held for and when it is deleted.

To ensure the data we hold is accurate and up to date, members must inform the U3A of any changes to their personal information. You can do this by contacting the Membership Secretary.

You will also have the opportunity to update your information at membership renewal.

Should you wish to view the information that the U3A holds about you, you should request this by contacting the Membership Secretary. We will usually respond within 14 days of the request being made, except in the unlikely event that there are issues regarding privacy of other individuals or if there are legal, investigative, or security constraints.

Your membership details are held in a database which is encrypted in order to protect personal information against loss or theft, or any unauthorised access or usage. Access to the database is controlled by password. Information from the membership database may be given only to authorised Committee Members or Group Leaders where this is necessary in order for them to fulfil their roles.

This document is available on our website [www.TorbayU3A.org.uk](http://www.TorbayU3A.org.uk) 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. Any changes to this must be approved by Committee and we will notify members of any material changes through the Newsletter, which all members receive.

*The operational implementation of this Privacy Policy, and the associated Data Protection Policy, is detailed in the document **Torbay U3A – Recording, Usage & Protection of Data** as approved by Committee on 7<sup>th</sup> December 2017.*

*Privacy Policy approved by Torbay U3A Committee 7<sup>th</sup> June 2018 & revised 6<sup>th</sup> December 2018*