

Privacy Policy

TORFAEN 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 **Torfaen u3a** you will be asked to provide certain information. This includes your:

- name
- home address
- email address
- telephone number
- your subscription preferences

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. The lawful basis for collecting and storing your information is because of the contractual relationship that you, as a member, have with **Torfaen u3a**. In order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data.

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 activity
- We'll send you messages by email, post, other digital methods and telephone to advise you of u3a activities.

With whom do we share your personal information?

We may disclose information about you, including your personal information

- Internally - to committee members and group conveners – as required to facilitate your participation in our u3a activities;
- Externally – with your consent, for products or services offered by the Third Age Trust, such as direct mailing for the Trust magazine Third Age Matters;
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside **Torfaen u3a** we will seek your consent and inform you as to with whom the information will be shared and for what purpose.

How long do we keep your personal information?

We need to keep your information so that we can provide you with our services. In most instances information about your membership will not be stored for longer than 18 months. The exceptions are where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held and when it has been deleted.

How can your information be updated or corrected?

To ensure that the information we hold is accurate and up to date, members need to inform **Torfaen u3a** of any changes. You can do this by contacting the **Membership Secretary**. You will also have the opportunity to update your information via the annual membership renewal process. Should you wish to view the information that the u3a holds on you, contact the **Membership Secretary**. There may be certain circumstances where we are not able to comply with this request. This would include the situation where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise, we will usually respond within 14 days of the request being made.

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 on a spreadsheet and may be accessed by Committee Members and Group Conveners via the **Membership Secretary**.

Availability and changes to this policy

This policy is available on the **Torfaen u3a** website or from the **Business Secretary**. This policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter and 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 a member of the Committee.