

Wadhurst U3A Privacy Policy

Wadhurst (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
- Payment Method
- Gift Aid Status

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you, usually at the point of your initial application. The information will be collected via membership forms or through online contact. 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?

The information you have supplied to us will be stored securely for membership purposes and used by Wadhurst U3A in the following ways:

- Communicating with members about the U3A's events and activities
- Enabling Group Conveners to contact their group members about activities
- Communicating with members about their membership and renewals
- Communicating with members about specific U3A issues that may have arisen
- Notifying HMRC that you wish to Gift Aid your membership fee (if applicable)
- Sending members information about events and activities organised by the Third Age Trust (the U3A national organisation)
- Sharing members' name and address details with the Third Age Trust for direct mailing of its magazines: Third Age Matters and Sources, and with our nominated print/ mailing company for the distribution of our Wadhurst U3A News magazine.

We'll send you messages by email, other digital methods, telephone and post to advise you of U3A activities.

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. When you have given consent for your personal information to be shared externally, the committee will seek assurance that the systems and procedures of all third parties are secure and comply with current legislation.

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 your personal information will only be stored for the duration of your membership. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer.

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 membership secretary at any time:

Email: On contact page of the Wadhurst U3A Website

Telephone: 01892 710678

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. 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. We will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on a database/spreadsheet management system. 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.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the Wadhurst U3A website and 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 news magazine 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 Business Secretary:

Email: On contact page of the Wadhurst U3A Website.

Telephone: 01892 710678.

Date of Policy: April 2018

Next Review Date: April 2019