

WDU3A Privacy Policy

Warwick District WDU3A (hereafter 'WDU3A') 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 WDU3A you will be asked to provide certain information. This includes:

- Name
- Home address
- Email address
- Telephone number
- Subscription preferences
- Year of Birth

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.

Your contact details may also be requested by the leader of any WDU3A group which you wish to participate in.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide WDU3A activities and services to you
- For administration, planning and management of WDU3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of WDU3A activities

We may contact you by email, by telephone or by post to advise you of WDU3A activities.

PHOTOGRAPHY

On the WDU3A new membership and renewal forms, you have the opportunity of opting out of having group or individual photos of you from being potentially published in our newsletter Info or on our website. If you exercise this opt-out, then photographers will make their best efforts to ensure you are not included in the photos, but if you are aware of photos being taken, you should ask the photographer not to pass on the pictures for publication if you are in them.

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 WDU3A activities
- Externally – where we use an external membership management system and with your consent for products or services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*). Where such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- If we have a statutory duty to disclose it for other legal and regulatory reasons

You will be given the opportunity to accept or decline the internal and external uses of your information as part of your WDU3A membership application process. You can update your permissions at any time by emailing wdu3a.membership@gmail.com.

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 membership will not be stored for more than 12 months beyond the duration of your membership of WDU3A. 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 WDU3A of any changes to their personal information. You can do this by contacting the membership secretary at any time:
Email: wdu3a.membership@gmail.com

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 WDU3A holds on you, you can make this request by contacting the membership secretary – as detailed above. 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 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 which we hold electronically against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your membership information is held on a central database maintained by the WDU3A membership secretary and the database administrators. This database is held “in the Cloud” where security is managed using SSL encryption. SSL (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. SSL is an industry standard and is used by millions of websites in the protection of their online transactions with their customers.

Group leaders, **members of the management committee, the database team** and the membership secretary may hold your personal information in paper format or on their own computers and all have been provided with the information they need to keep this information safe. **The information held by each person is tailored to be the minimum necessary.**

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available from the WDU3A website www.u3asites.org.uk/warwickdistrict under **Data Protection on the Information page**. This policy may change from time to time. If we make any material changes we will make members aware of this via the Info magazine 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 our Chairman, whose details can be found at the back of our Info magazine.

Policy review date: 14 Jan 2020 (committee meeting before AGM)

Updates:

Jan 2019: Email address for membership secretary updated and phone no. removed.
 Reference to database email address replaced by membership one.
 Chairman’s details replaced with reference to Info.