

# **Washington Village u3a Privacy Policy**

**Registered Charity: 1179094**

Washington Village 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 Washington Village 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 due to the contractual relationship that you, as a member, have with the 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.

## **Who Do We Share Your Personal Information With ?**

We may disclose information about you, including your personal information

- Internally - to committee members and Group Leaders – as required to facilitate your participation in our u3a activities;
- Externally – with your consent for products or services 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 of the u3a we will seek your consent and inform you as to who 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. In most instances information about your membership will not be stored for longer than 12 months. The exceptions to this are instances 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 for and when it is deleted. HMRC require personal information to be retained for 7 years if you have declared eligibility for Gift Aid.

## **How Your Information Can Be Updated or Corrected**

To ensure the information we hold is accurate and up to date, member's need to inform the u3a as to any changes to their personal information. You can do this by contacting the Membership Secretary or by using the members' login on the Beacon page of the WVu3a website. Shortly before membership renewal time the

Membership Secretary will send you an email listing the personal information that we hold to which you can reply if an update is necessary.

### **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. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services. (You need to check the security settings of your website and consider how you store and delete information that is collected via the website) Your membership information is held on the Beacon database and can be accessed by certain committee members and Group Leaders whenever necessary.

### **Availability and Changes to This Policy**

This policy is available on the website or by hard copy if requested. This policy may change from time to time. If we make any material changes we will make members aware of this via the monthly members' meeting, website, email or letter

### **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.

Date 23rd May 2023

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