



PRIVACY POLICY

Simple Membership Privacy Policy

This Privacy Policy was last modified on 08/04/2019.

Web Integrate Ltd ("us", "we", or "our") operates Simple Membership(the "System"). This document informs you of our policies regarding the collection, use and disclosure of personal information we receive from users of the System.

At Web Integrate we are committed to delivering the best possible service to support your U3A and its members. The sole use for the collection of your personal data is to enable us to provide the U3A membership related features and services offered by the Simple Membership System.

We use your Personal Information only for providing and improving the System. By using the System, you agree to the collection and use of information in accordance with this policy.

Principle Overview

1. **Lawful, fair and transparent processing** – All the information stored in the System is for the delivery of the features and functionality offered by the System, such as Committee information emails and Event signup notifications.
2. **Purpose limitation** – Any additional information above the minimum of Name and Email Address is stored with agreement with your U3A Committee to allow them to effectively manage the running of your U3A. For example, the storage of Address information may be required to allow the delivery of your U3A newsletters and other publications.
3. **Data minimization** – Only the data agreed with your U3A will be captured and stored in the System.
4. **Accurate and up-to-date processing** – The information stored about each individual member can be maintained and kept up to date by those users permissioned to do so within a U3A, for example the Membership Secretary and also the individual themselves.
5. **Limitation of storage in the form that permits identification** – Lapsed and other non-live members are purged from the System following discussion with the each U3A's Membership Secretary. Backups are encrypted and only kept for as long as required to enable recovery of the system in the event of disaster (currently 14 days).
6. **Confidential and secure** – Simple Membership is secured using an appropriate level of industry standard practices and technologies.

- 7. Accountability and liability** – In the event of a Data Subject Access request Web Integrate will provide a full export of the information held about the Data Subject and the receipt and processing of that request will be recorded for audit purposes.

Information Collection and Use

While using the System, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name ("Personal Information").

Please note that we are not responsible for the privacy practices of our customers who administer groups and organizations through the System. If you are a member of a group or organization on the System the administrators of the group or organization may be able to view any personal information you provide on the System, and using tools on the System they may be able to publish your personal information so that it is displayed in public areas of the System. If you have any concerns about their doing so, you should contact them. We are not responsible for any use or misuse by such persons of personal information you provide to the System that is viewable by them using the System. It is up to the customer to protect the privacy of the information in their custody concerning their members and event registrants, and we are not responsible for their collection, use or disclosure of your personal information.

Log Data

Like many system operators, we collect information that your browser sends whenever you visit our System ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our System that you visit, the time and date of your visit, the time spent on those pages and other statistics.

Cookies

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

Functionality Cookies

We use cookies to hold information to pass back and forth between your browser and the server. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some of the functionality of our System.

Google Analytics Cookies

When someone visits the system, we may use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the system. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

Security

The security of your Personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security. We do not store any credit card information in our database as third party payment providers process all payment information.

Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Viewing and amending of your personal information can be done at all times via the Control Panel of the Simple Membership either yourself or with assistance from your Membership Secretary, which will be dependent upon the configuration of your system.

We can, upon request delete your records from Simple Membership, but this would entirely remove you from the System and you would no longer be present on the core System that manages the running of your U3A, so it is advised to discuss such requests with your Membership Secretary in the first instance. We can of course always remove your records from the System on your request.

Links to Other Sites

Our System may contain links to other sites. We are not responsible for the privacy practices or the content of such other Web sites.

Changes to This Privacy Policy

Web Integrate Ltd may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on the System. You are advised to review this Privacy Policy periodically for any changes.

Contact Us

If you have any questions about this Privacy Policy, please contact us at info@simplemembership.co.uk