

WEST BRIDGFORD U3A

PERSONAL DATA STATEMENT & PRIVACY POLICY

2020-2021

(Updated & Revised: Compliant as of March 2020)

West Bridgford U3A (WBU3A) treats your privacy rights seriously. This Privacy Policy & Statement sets out how we will deal with and keep secure your personal information – that is, the information that you gave us when you joined WBU3A and which could identify, or is related to the identity of, an individual. This Statement and Policy meets the current national U3A guidelines and requirements and is written to comply with the latest GB & EU legal requirements as set out in the General Data Protection Regulations (2018).

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you apply to become a member of the WBU3A you will be asked to provide certain information/data in order that we can properly administer your membership in line with both national U3A and our own WBU3A requirements. West Bridgford U3A's lawful basis for collecting this information is legitimate interest. The personal information that we request will in most cases be:

- Name.
- Home address.
- Email address.
- Telephone number(s).

In certain specific cases there may be a need to collect other information – for example:

- Health-related information – for example if you have particular needs or wish to take part in an activity that might require a level of fitness.
- Information required by HMRC if you have agreed to make a donation to WBU3A via Gift Aid. Normally such information will only be your name & address etc.

Such extra information will be obtained only with your specific consent and you will be informed as to why and by whom it is required and for what purpose.



Where the U3A organises a trip that requires next of kin information to be provided, the U3A will ask the member to gain consent from that next of kin. The consent will provide permission for the information to be held only for

the purpose of supporting and safeguarding the member in question. If this information is needed as a "one off" - for a particular trip or event - then the information will be deleted once the event has taken place. Where it is required for a longer purpose it will be destroyed at the end of the specified period. The same would apply to carers who may attend to support a U3A member with the agreement of the U3A.

An important aspect of personal privacy is one's image/photograph. On joining the WBU3A and signing the Data Consent Form members agree to their photograph being taken and perhaps reproduced in the monthly Newsletter or on the web site. However, a member's specific consent will be gained

before their name is attached to the image and the member may at any time refuse to be included in any photograph.



Every member has a unique membership number, allocated

when they join WBU3A. This number is deemed personal data.

WHO KEEPS YOUR PERSONAL INFORMATION?

Personal information is securely held paper in or digital form only by the Membership Secretary and available only when requested by officers, committee and group conveners in the administration of your membership. When agreeing to WBU3A holding your personal information you will also be provided with the opportunity to restrict access to your data only to the Membership Secretary.

HOW DO WE COLLECT PERSONAL DATA?

All the information collected is obtained directly from you and is only used in the administration of your membership and that of WBU3A. This is usually at the point of your initial registration. The information will be collected via Membership Application Forms or online contact forms or on the annual Membership Renewal Forms. At the point that you provide your personal information, we will also request that you provide consent for us to store and use your data. Your written consent is required in order to ensure our compliance with current data protection legislation. A copy of the Consent Form, the WBU3A Data Protection Policy and this Privacy Policy can be downloaded from the WBU3A website or obtained from the Membership Secretary. These documents, which we strongly recommend that members review, contain all the ways in which we use and manage your data and provide details of contact points in the event that you need to make a query or complaint.



HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your 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 activities.
- To send you messages by email, other digital methods, telephone and post to advise you of wider WBU3A activities.

WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We may disclose information about you, including your personal information:

- Internally - to Committee Members and Group Conveners to facilitate your participation in our U3A activities.
- Externally such as:
 - Where we use an external U3A membership system for products or services such as U3A mailing of the U3A Trust magazine(s) *Third Age Matters* and *Sources*.
 - With HMRC in the claiming back of Gift Aid (only for members who have agreed to this)

- With other Third Parties who provide a specific service for WBU3A (e.g. the Mailchimp emailing service, HF Holidays who provide holidays for our members, or in the mailing of WBU3A's bi-monthly Newsletter). In these cases the providing organisation will be checked to ensure that it meets the required current standards of security and complies with all current data protection & privacy legislation.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We keep your information as long as we need to provide membership services to you. Data that you have provided will be removed from our data base on your resigning your membership or within 3 months of your membership lapsing. In the event of deceased members their data will be removed when we are informed of their death.



We keep your personal information in two formats: paper (Application and Renewal Forms for WBU3A and Gift Aid Forms) and digital (our own secure data base). All data will be destroyed by the Membership Secretary: paper data will be destroyed by shredding and digital data removed from the computer data base. Similarly, on your resignation from WBU3A or your membership lapsing your personal details will be removed from the external data bases that send emails or the *Third Age Matters* magazine (etc)..

There are certain exceptions to the length of time that we might retain data.

- We are required by HMRC to retain the HMRC Gift Aid Form instructing WBU3A to claim Gift Aid on their membership fees. In this case the form has to be retained for six years.
- Secondly, there may be specific 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/destroyed.

HOW YOUR INFORMATION CAN BE UPDATED

To ensure the information we hold is accurate and up to date, members need to inform WBU3A as to any changes to their personal information. You can do this by contacting the Membership Secretary at any time. The Membership Secretary's contact details are: **Tony Beale** **Tel: 07788853157**
email: wbu3a.members@gmail.com

On an annual basis you will have the opportunity to update your information via the Membership Renewal Form. At each annual renewal of membership you will be asked to re-consent to WBU3A holding your data.

Should you wish to view the information that the U3A holds on you, you should contact the Membership Secretary. (Details above) Similarly, if you have a concern or wish to make a complaint then, in the first instance, contact the Membership Secretary.



There may be circumstances where we are unable to comply with this request. For example, where the information may contain references to another individual(s) or for legal, investigative or security reasons. In all cases, however, we will respond within 14 days of your request.

STORING & USING YOUR PERSONAL INFORMATION

We have a range of security to protect your personal data against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. These include measures such as encryption, to provide a secure connection with your browser when you register and login into WBU3A online services.

Your data is held by the Membership Secretary on the national U3A's BEACON Administrative system. The data is protected by a secure password and computer software to protect against spyware, malware, viruses, other forms of computer hacking and data theft. The BEACON system is fully compliant with all current data protection requirements.

When your data is legitimately used by Committee Members, Group Convenors or any other individuals in the administration of your membership they are required to comply with this policy and with the WBU3A Data Protection Policy. They must ensure that your personal information is not compromised in any way. For example, they must always send group emails via "blind copies" (Bcc) so that the email addresses of other members are not displayed on the email.



All parties at WBU3A who might legitimately use your personal information are aware that personal data must not, at any time, be divulged to any Third Party either formally or informally without your consent.

AVAILABILITY AND CHANGES TO THIS POLICY

A full copy of this policy is available from: **Tony Beale**
Tel: 07788853157 **email: wbu3a.members@gmail.com**
This policy may change from time to time. If we make any material changes we will advise members via the bi-monthly newsletter, the weekly email update and the monthly members' meetings. The policy will be reviewed and updated annually to comply with the latest U3A and legislative requirements.



MONITORING, CONTACTS & COMPLAINTS

The WBU3A have appointed from the general membership a Data Protection Officer who is independent of the Committee. The DPO will monitor, advise and report to the Committee on the administration and efficacy of Data Protection within WBU3A and the WBU3A's compliance with the General Data Protection Regulation (2018). If you have any queries about this policy, need it in an alternative format, have any concerns about our privacy practices or need to make a complaint, please **contact, in the first instance the Membership Secretary Tony Beale** (details above).