

Privacy Policy

Wigan U3A (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 Wigan U3A you will be asked to provide certain information. This may include:-

- Title
- Name.
- Prefer to be known as
- Home address.
- Email address.
- Telephone numbers.
- Subscription preferences.
- Gift aid i.e. UK taxpayer

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 & 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 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 activities.

We may send you messages by email, which is our primary method of communication, other digital methods, telephone or post to advise you of U3A activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information that you have provided:

- Internally - to committee members and group leaders— as required to facilitate your participation in our U3A activities.
- Externally – with your consent for products and services such as direct mailing for the Trust magazines – Third Age Trust and Sources
- If we have a statutory duty to disclose it for other legal and regulatory reasons e.g. Gift Aid.

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 after your membership has lapsed. 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. However, if you have Gift Aided, your information needs to be retained for seven years.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

We need to ensure the information we hold is accurate and up to date. It is the responsibility of members to inform the U3A as to any changes to their personal information. You can do this by contacting the membership secretary by email. Please click on the link in the list of committee members on the website or email: members.wiganu3a@gmail.com

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. 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 other 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 against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your membership information is held on a spreadsheet & a computerised membership management system (Beacon). This system has been approved by the National Office.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on our website, or from any member of the Management Committee. This policy may change from time to time. If we make any material changes we will make members aware of this via the newsletter 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 Chair, Wigan U3A

Policy review date: October 2021.