

Wonersh U3A Privacy Policy

Wonersh 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 Wonersh U3A you will be asked to provide certain information. This includes but not restricted to:

- Name
- Home address
- Email address
- Telephone number/s
- Subscription preferences

HOW 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 application 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. We may subsequently also collect further information where it is relevant only to a particular activity or visit and such information will be requested on separate application forms only if necessary.

HOW 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'll send you messages by email and post to advise you of U3A activities.

WHO 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 U3A activities.
- Externally - with your consent for products or 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.

Where we need to share your information outside of the U3A we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG 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 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 the U3A as to any changes to their personal information. You can do this by contacting the membership secretary whose details can be found in the current Yearbook which is sent to all members.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the membership secretary – as indicated 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 WE STORE YOUR PERSONAL INFORMATION

We do not collect any personal information via the website other than your email address where your initial enquiry is made using the website contact form and that information is not stored on the website. Your membership information is held on a spreadsheet with access restricted to committee members, group convenors and bulletin distributors as necessary. Paper copies are stored securely and only held for as long as officially/legally required.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on our website at <https://u3asites.org.uk/wonersh> This policy may change from time to time. If we make any material changes we will make members aware of this via our weekly email bulletin or periodic newsletters.

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, Vice-Chairman or Secretary whose details are provided in the Yearbook.