

Wymondham U3A Privacy Notice

Wymondham U3A takes your privacy seriously. This privacy notice sets out how Wymondham U3A will collect, store and use your personal data.

What personal data do we collect?

When you apply to become a member of Wymondham U3A you will be asked to provide personal data and this will include:

- Title
- Name Gender
- Address
- Email address
- Telephone number
- Your subscription preferences
- Gift Aid eligibility
- Who you share an address with

How do we collect your personal data?

Only data obtained directly from you via the membership application form will be held. The lawful basis for collecting and storing your data is the contractual relationship that you, as a member, have with Wymondham U3A.

How do we use your personal data?

We will use your personal data:

- To record your membership.
- To provide you with activities including holidays, trips and events.
- For administration and planning.
- To record your membership to groups.
- To communicate with you.
- To monitor, develop and improve our services.
- To inform you of external events and activities.
- To provide you with Third Age Trust magazines.

We will communicate with you by email, post or telephone.

Who do we share your personal data with?

We need to store and use your personal data so that we can function and to inform you about our groups, activities and events. We will share your data:

- Internally to manage Wymondham U3A.
- Externally for products and services such as direct mailing list for the Trust magazines.
- Internally and externally to provide holidays, trips, and other events
- Externally if we have a statutory obligation to disclose it.

We will only share data with your consent.

How long do we keep your personal data?

We will retain your membership data for no more than 12 months after you cease to be a member unless there are legal obligations to do so. HMRC requires that we retain financial records for 6 years.

How your data can be updated or corrected

The data we hold should be accurate and members can inform the Wymondham U3A Membership Secretary at any time if their data changes. Members can also review the data we hold at any time by contacting the Membership Secretary by using the contact facility at [Wymondham U3A Contacts](#) who will usually respond within 14 days.

How do we store your personal data?

Your membership data is held on a database and can only accessed by those authorized to do so.

Availability and changes to this policy?

This policy is available on our website Data Policy page or a hard copy can be obtained from the Membership Secretary by using the contact facility at [Wymondham U3A Contacts](#). This policy may change from time to time. Any changes we will be communicated to members.

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 Data Controller by using the contact facility at [Wymondham U3A Contacts](#).

This policy was last amended in May 2020

Next Policy review date: May 2021