

1. Purpose

Wymondham u3a takes your privacy seriously. This privacy notice sets out how Wymondham u3a will collect, store, and use your personal data.

2. What personal data do we collect?

When applying for membership of Wymondham u3a you will be asked to provide personal data, including:

- a) Title: Name: Address:
- b) Email address: Telephone number:
- c) Your subscription preferences: (Note: Gift Aid eligibility is not currently claimed by Wymondham u3a)
- d) Who you share an address with:
- e) Information that could affect your personal health and safety, and that of others, when considering activity groups

3. How do we collect your personal data?

Only data obtained directly from you via the Membership Enrolment Form(s) (see Appendix B), or any update of relevant information, 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.

4. How do we use your personal data?

We will communicate with you by email, post, or telephone. We will use your personal data:

- a) To record your membership, renewals etc.
- b) To provide you with activities including holidays, trips, and events.
- c) For administration and planning.
- d) To record your membership to groups and communicating group activities.
- e) To communicate with you.
- f) To monitor, develop and improve our services.
- g) To inform you of external events and activities.
- h) To provide you with Third Age Trust magazines.

5. 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:

- a) Internally to manage Wymondham u3a.
- b) Externally for products and services such as direct mailing list for the Trust magazines.
- c) Internally and externally to provide holidays, trips, and other events
- d) Externally if we have a statutory obligation to disclose it and we will advise you of this.

6. How long do we keep your personal data?

We will retain your membership data for no more than three years after you cease to be a member unless there are legal obligations to do so such as legal or insurance circumstances that may be required for longer while investigations take place. Where this is the case then the member(s) will be informed. HMRC also requires that we retain financial records for 6 years.

7. 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.

8. How do we store your personal data?

Enrolment Forms, plus any updates, will be held in hard copy for the period of membership. Some membership data will be held on an external database and can only accessed by those authorized to do so.

9. Availability and changes to this policy?

This policy is available on our website, 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.

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* 'Wymondham Data Controller' by using the contact facility at Wymondham u3a Contacts on the website.