

# Hucknall and District U3A Privacy and Data Protection Policy for Affiliated Members

Hucknall and District 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.

## BACKGROUND

The U3A is a member of the North Notts Neighbourhood Group of U3A's and as such operates some activities where members of other U3A's take part without joining the U3A.

For administration purposes the U3A have defined such members of other U3A's as Affiliated Members. No fee is payable for such membership and it affords no other benefits.

## WHAT PERSONAL INFORMATION DO WE COLLECT?

As an Affiliated Member of the U3A you will be asked to provide certain information. This includes:

- Name
- Home address
- Email address
- Telephone numbers

## 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. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

## 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, telephone and 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:

- Internally -to committee members, social sub-committee members, group leaders and fellow group members to facilitate your participation in our U3A activities.
- Externally – None
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

## 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 ceases. The exceptions to this are instances where there may be legal, tax or insurance circumstances that require information to be held for longer.

**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 online at:

<https://www.u3abeacon.org.uk/u3aportal.php?u3a=271&sc=TYMF>

or by contacting the membership secretary by following the email link to the membership secretary on our website.

**HOW DO WE STORE YOUR PERSONAL INFORMATION?**

Your membership information is held on the secure Beacon database system, developed by the Third Age Trust, for membership and administration.

**PHOTOGRAPHS**

Photographs may be taken as a matter of record at U3A events and may be published in newsletters or on the website. Where group photographs are being taken members will be asked to step out of shot if they don't wish to be in the photograph. Members can request the removal from the website of photographs that include their image by following the email link to the webmaster on our website.

**AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on the website. This policy may change from time to time. If we make any material changes we will make members aware of this via the website.

**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 Business Secretary by following the email link to the business secretary on our website.

Dated: 1<sup>st</sup> May 2019

Last reviewed date: 4<sup>th</sup> January 2023

Next review date 31<sup>st</sup> May 2024

# Hucknall and District U3A

## Affiliated Membership Data

### BACKGROUND

Hucknall and District U3A, ("the U3A") is part of the North Notts Neighbourhood Group of U3A's and as such operates some activities where members of other U3A's take part without joining the U3A.

For administration purposes the U3A have defined such individuals as Affiliated Members. No fee is payable for such membership and it affords no other benefits.

To assist with the running of interest groups containing Affiliated Members, it is necessary to collect and store 'personal information', that is, information that could identify, or is related to the identity of, an individual.

Personal information will be safeguarded in accordance with the U3A's Privacy and Data Protection Policy for Affiliated Members which is available from the U3A's website at <https://www.hucknallu3a.org.uk/policies>.

### PERSONAL INFORMATION

If you consent to the U3A storing and using your personal information in accordance with the above, please provide your details below:

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Main U3A \_\_\_\_\_ Membership Number \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please advise us of the name of your main U3A \_\_\_\_\_

The group(s) you wish to join \_\_\_\_\_