

# Hucknall and District U3A Privacy and Data Protection Policy

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.

## WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of the U3A you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone numbers.
- Eligibility for Gift Aid.

## 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'll send you messages by email, electronic newsletter, printed newsletter 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 for those groups you are a member of to facilitate your participation in our U3A activities.
- Externally – your information will be shared with the Third Age Trust, including for administration and for products or services such as direct mailing for the Trust magazines. The committee will only use other external systems to manage data, if it is confident that the supplier's digital and physical systems and procedures are secure.
- 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 and the Third Age Trust we will seek your permission and inform you as to with whom the information will be shared 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 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.

On an annual basis you will have the opportunity to update your information when you renew your membership.

## **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.

## **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on the website. This policy may change from time to time. Any material changes will be notified to members through the website, the newsletter, or 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 Business Secretary by following the email link to the business secretary on our website.

Dated: 6<sup>th</sup> November 2019

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

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