

Hucknall and District U3A Privacy and Data Protection Policy

Hucknall and District U3A (hereafter 'the U3A') treats your privacy rights seriously. This 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, whilst complying with data protection principles and the General Data Protection Regulations.

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. (If applicable)

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 for the purposes set out below. 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, 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, (not applicable to Affiliated members). 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 by contacting the Membership Secretary by following the email link to the Membership Secretary on our website. <https://www.hucknallu3a.org.uk/contact>

On an annual basis you will have the opportunity to update your information when you renew your membership or Affiliated 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. Members are entitled to request access to the information held by the U3A by writing to the Membership Secretary.

PHOTOGRAPHS/IMAGES

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

DATA BREACH NOTIFICATION

Were a data breach to occur action will be taken to minimise the harm. Such action will follow best practice as recommended by National Office.

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.

| Privacy and Data Protection Policy | | |
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| Version | Description of change | Date |
| 2.0 | Combining Member and Affiliate Member policies into one document. | 4 th Sept 2024 |

Next review: December 2024