

U3A Privacy Policy

Pembury U3A ('the U3A' or 'our 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, you as 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.
- [Subscription preferences]
- Interest Groups of which you are a member and/or wish to join and /or wish to start

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. The information will be collected via membership forms or online contact forms. 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 the activities of any Interest Groups of which you are a member or which you wish to join, our U3A's activities and events, and the activities of any other U3As to which you are invited to attend.
- To send you general information about the Third Age Trust of which Pembury U3A is a member
- To monitor, develop and improve the provision of our U3A activities.

We may send you messages by email, other digital methods, telephone and post to advise you of any of the above activities and events.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to Management Committee members and Interest Group leaders /Group Convenors, as and when required to facilitate your participation in the activities and events of our U3A or those of other U3As to which you are invited to attend
- Externally - where we use an external membership management system and with your consent for products or services such as direct mailing for the Third Age Trust magazines (*Third Age Matters* and *Sources*). Where such systems are used, the Management Committee has scrutinised the Terms and Conditions of each supplier and judged that their 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 we will normally seek your permission and inform you as to whom the information will be shared with and for what purpose. However, we may not be able to do this in case of emergency or where there are legal or regulatory reasons obliging us not to obtain your permission.

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 36 months after your membership ends for whatever reason. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer pending conclusion of an investigation or resolution of an issue. Where this is the case then you will be informed as to how long the information will be held for and when it is deleted.

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 at any time - see contact details at the end of this document.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Secretary - as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on a database controlled by our Membership Secretary and accessed by Management Committee members with details given to relevant Interest Group leaders /Group convenors when required.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the Reference section of our website at www.pemburyu3a.org or alternatively you may request a written copy from our Membership Secretary (see details below). This policy may change from time to time. If we make any material changes we will make members aware of this via our newsletter and/or at the monthly members' meetings and/or by email .

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 us:

Membership Secretary
Rick Lawrence
Email: membership@pemburyu3a.org
Home address: 8 The Meadow ,Pembury TN2 4EH
Telephone: 01892 825719

Policy review date: 7 June 2018