

## DATA PROCESSING POLICY

draft 3/240823

Pembury u3a's use of the personal information supplied by a member will be limited to the following:

- Storing it securely for membership purposes
- Sharing it with members of Pembury u3a's Management Committee
- Communicate with the u3a member
- Sending the u3a member general information about the Third Age Trust (the national organisation to which Pembury u3a is affiliated)
- Sharing with Interest Group leaders/Group convenors for those Interest Groups which the member has joined or wishes to join
- Notifying the distributor of the Third Age Trust's magazines *Third Age Matters* and *Sources* (free to u3a members) to include the member on their direct mailing list.
- Possible identification in other members' photos used in Pembury u3a's newsletters and on its website.
- Notification to HMRC if required in the case of any member opting to Gift Aid their donations.

NB (1) Any member is entitled to withdraw their consent to any of Pembury u3a's uses of their personal information as set out above. However, without a member's consent Pembury u3a will not send to that member its bi-monthly Newsletter nor keep the member informed about the activities of the Third Age Trust, Pembury u3a or any other u3a to which members may be invited.

(2) Where a joint membership is taken but only one member provides a contact email, that email address will be used for both joint members to allow Pembury u3a, its Management Committee members and Interest Group Leaders to facilitate communication with both joint members.

Policy review date: 24 August 2024