

WELLINGBOROUGH AND DISTRICT U3A PRIVACY POLICY

The Wellingborough and District 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.

We operate our U3A under a 'contract' basis and collect a limited amount of data to enable us to fulfil our obligations under that contract.

What personal information do we collect?

When you join our U3A you will be asked to provide certain information. This includes:

- Name and address.
- Land line and/or mobile telephone number.
- Email address.
- Yes or no to Gift Aid eligibility.
- Emergency contact details, (ICE).
- Yes or no to receiving *Third Age Matters*.

How do we collect this information?

All the information in the following ways -

- 1) collected directly from you via the membership forms filled in when you join the U3A or at the annual renewal of the membership forms,
- 2) Provided by you if you join online directly via our website or by access to the U3A's bespoke National Management System called Beacon.

When you provide this personal information, you will also be asked to provide consent for us to store and use your personal data. Your consent is required to ensure our compliance with the Data Protection Regulation (GDPR).

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 U3A activities, via email, other digital methods, telephone or post.
- To monitor, develop and improve the provision of our U3A activities.

Who do we share your personal information with?

We may disclose your personal information:

- Internally to committee members and Group Leaders.
- Externally for example for subscription to *Third Age Matters*.
- If we have a statutory duty to disclose it for legal and/regulatory reasons.

Where we need to share your personal information outside the U3A we will always seek your permission beforehand and inform you who the information will be shared with and for what purpose.

Email addresses and telephone numbers on the U3A website and in the 'In-Touch' Newsletter.

Personal email addresses will not be made available for the public to view. Committee Members' contact details and Group Leaders' telephone numbers are on the Wellingborough and District U3A Newsletters, which are sent to members only. Further details can be found at www.wellingboroughu3a.org.uk

How long do we keep your personal information?

In most instances members' personal information will be deleted as soon as membership ceases. Exceptions to this can include where legal or insurance circumstances require information to be kept for longer periods. Where this is the case the member will be informed as to how long the information is to be held for and when it is deleted.

How can your information be updated?

To ensure that all information we hold is accurate and up to date you need to inform the Membership Secretary, Chairman or Website Co-ordinator by email, in writing or by telephone of any changes to your personal information.

Alternatively, you can access the Beacon database online to update your own details.

You will have the opportunity to update your personal information annually via the membership renewal form. If you wish to view the information the U3A currently holds on you, you can request this by contacting the Membership Secretary.

There may be some circumstances where we are not able to comply with this request - for example where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise the Membership Secretary will usually respond within 14 days.

How do we store your personal information?

Personal information is maintained on the National Beacon Management System. Additionally, personal information is stored on a password protected external database and can only be accessed by the Membership Secretary. Paper copies are retained by the membership secretary in a locked location.

Access to this Privacy Policy

The current Privacy Policy is available on the Wellingborough and District U3A website. The policy may be updated from time to time. If we make changes, we will make you aware via the newsletter and at the monthly meetings.

Contact

If you have any queries about this policy please contact the Wellingborough and District U3A Chairman, Membership secretary or Website Co-ordinator,