

Street & Glastonbury U3A & the General Data Protection Regulations (GDPR).

Street & Glastonbury U3A (S&G U3A) has, two policies relating to GDPR; this policy, the Privacy Policy, and the wider Data Protection Policy. The Data Protection Policy can be viewed on our website www.StreetU3A.org or www.GlastonburyU3A.org or you can obtain a paper copy from the Membership Secretary, contact details below.

Street & Glastonbury U3A Privacy Policy

S&G U3A treats your privacy rights seriously. This Privacy Policy sets out how we will deal with your 'personal information', i.e. 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 S&G U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences (electronic or postal copy of newsletter)
- membership of another U3A, name and number (if joining as an Associate Member)
- Gift Aid entitlement (optional election)

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. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. In order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data.

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 contact you by post, email and telephone to advise you of U3A activities.

With whom do we share your personal information?

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

- Internally – to Committee Members and Group Leaders – as required to facilitate your participation in our U3A activities;
- Externally – with your consent for products or services such as postal distribution of our newsletter and direct mailing for the Trust magazines – Third Age Matters and Sources;

- Externally – with HMRC for the purposes of Gift Aid
- If we have a statutory duty to disclose it for legal or regulatory reasons.

Where we need to share your information outside the U3A we will seek your consent and inform you as to who the information will be shared with 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 18 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held 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, **member's need to inform us of any change to their personal information.** You can do this by contacting our Membership Secretary, contact details below. On an annual basis you will have the opportunity to confirm/update your information, as required, via the membership renewal process. Should you wish to view the information S&G 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 other individuals 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?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Your membership information is held on a spreadsheet database and is made available to Committee Members and Group Leaders as appropriate.

Availability and changes to this policy

This policy is available on our website www.streetu3a.org or www.glastonburyu3a.org or from our Membership Secretary. This policy may change from time to time. If we make any material changes we will make members aware of this via the website, newsletter or meetings.

Contact

If you have any queries about this policy, or have any complaints about our privacy practices, please contact us via our Membership Secretary, Paul Vernoum, on 01458 447975 or by email members@streetu3a.org

Please retain for future reference

Last reviewed: June 2018