

HIGH WYCOMBE AND DISTRICT U3A

PRIVACY POLICY

High Wycombe and District U3A (hereafter ‘the U3A’) treats its members’ 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.

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 number
- In Case of Emergency (ICE) numbers (optional)
- Gift Aid entitlement
- Subscription preferences (e.g. choice to take Third Age Matters)
- Membership of other U3A branches
- Detail of couples who just receive one newsletter

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. 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

Your consent is required in order to ensure our compliance with the legislation, General Data Protection Regulation (EU) 2016/679 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 your group activities and general U3A matters
- To monitor, develop and improve the provision of our U3A activities
- For delivery of Third Age Trust publications.

We will send you messages by email, other digital methods, telephone and post to advise you of U3A activities.

DO WE SHARE YOUR PERSONAL INFORMATION?

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

- Internally - to Committee Members and group Convenors – as required, to facilitate your participation in our U3A activities
- Externally - for products or services such as direct mailing for the Trust magazine. The magazine is distributed by a third party processor and your information is shared with the distribution company via a secure online portal. Should you not wish to receive the magazine, please contact the Membership Secretary.
- If we have a statutory duty to disclose it for other legal and/or regulatory reasons. In this instance, we will seek to obtain your consent. Information would be shared without consent

where *there were serious safety concerns* and *it was felt to be in your* (or the U3A's) best interests to disclose information.

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 lapses*. The exceptions to this are:

- The Treasurer keeps the membership database which forms part of our audit and also our Gift Aid Claim for the six years for which we are required to retain financial information
- There may be instances where there are legal or insurance circumstances which require information to be held for longer whilst they are investigated or resolved. Where this is the case, the member will be told 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, members need to inform the U3A about any changes to their personal information. You can do this by contacting the Membership Secretary by telephone (number in your Newsletter) or at hw.u3a.membership@gmail.com

You will have the opportunity to update your information annually via the membership renewal process. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Secretary. 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 individuals or for legal, investigative or security reasons. Otherwise, we will usually respond within one month of receiving the request.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

The U3A has safeguards in place to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Access to any device holding your information is password protected and passwords are never shared. Any paper records are treated with care and kept securely.

Your membership information is held on a database/spreadsheet and accessed in its entirety by only the Membership Secretary, and the deputy (only when necessary), and by the Treasurer who receives a copy twice a year, once for the Gift Aid Claim and once for the Audit. Individual members of the Committee may be given access to a member's contact details if needed for a specified reason but will only keep this as long as is necessary. Group Convenors keep only their own group data.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the High Wycombe and District U3A website and on paper in the Policy File (available at monthly meetings). If we make any material changes to this policy we will make members aware of this via the Newsletter and 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 Membership Secretary whose contact details are in the Newsletter.