

Southwell u3a Privacy Policy

Southwell 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.

What personal information do we collect?

As a member of the u3a you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number(s).
- Telephone number & name of a contact in case of an emergency
- Whether you wish your subscription to be gift aided.

How do we collect this personal information?

The information will be collected via membership forms or directly from you. We will only use the personal information you provide for membership purposes as set out below. The lawful basis for collecting and storing your information is the contractual relationship that you, as a member, have with the u3a for its services plus in the case of any emergency contact name & 'phone number, what is called a "legitimate interest".

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 will send you messages by email, other digital methods, telephone and post to advise you of u3a activities.

Who do we share your personal information with?

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

- Internally - to committee members and group leaders / organisers, as required to facilitate your participation in our u3a activities.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.
- Externally –
 - your name will be provided to a printing contractor for the printing of your membership badge; and
 - (if you have a printed copy of Newline) your name & address will be provided to the printer of the personalised copies of the monthly magazine; and
 - (if you have Third Age Matters / Sources) your name & address will be provided to the company that oversees the direct mailing of the magazines.

Where we need otherwise to share your information outside of 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 12 months after you resign. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted but includes a 7 year period for HMRC / gift aid purposes where appropriate.

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: Email: memsecsu3a@gmail.com or telephone as listed for the membership secretary inside the front page of Newline.
- annually, at the time your membership is due for renewal when we will tell you by email or printed renewal notice what information we hold for you.

Should you otherwise 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 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 application information is held on paper records by the membership secretary and subsequently on computer databases. Records can be accessed by Committee Members and Group Leaders but restricted to the information they need to undertake their roles in the u3a.

Availability and Changes to this Policy.

This policy is available on our website (www.southwellu3a.com). This policy may change from time to time. If we make any material changes, we will make members aware of this via email (where available), Newline 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 us:

Email: chairmansu3a@gmail.com

Telephone: as listed for the chairman inside the front page of Newline

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