

## Southwell u3a Privacy and Data Protection Policy

Southwell u3a treats your privacy rights seriously. This 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 from 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. In the case of any emergency contact name and phone number, this will be because there is 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, telephone or 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, to facilitate your participation in our u3a activities.
- If we have a statutory duty to disclose it for legal or regulatory reasons.
- Externally –
  - your name will be provided to a printing contractor for the printing of your membership badge; and

- if you receive a printed copy of Newline, your name and address will be provided to the printer of the personalised copies of the monthly magazine; and
- if you have Third Age Matters, your name and address will be provided to the company that oversees the direct mailing of the magazines.

When we need otherwise to share your information outside of the u3a, we will seek your consent and inform you with whom 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. However, if there are legal or insurance circumstances being investigated, information may be held for longer. When this is the case then the member will be informed as to how long the information will be held. Information relating to gift aid will be held for seven years.

### **How your information can be updated or corrected.**

To ensure that the information we hold is accurate and up to date, members need to inform the u3a of any changes to their personal information. You can do this

- by contacting the membership secretary: Email: [memsecsu3a@gmail.com](mailto:memsecsu3a@gmail.com) or telephone as listed for the membership secretary inside the front page of Newline.
- 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 request this by contacting the membership secretary – as detailed above. There may be certain circumstances when we are not able to comply with this request. This would include when the information contains 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 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 paper records by the membership secretary and on computer databases. Records can be accessed by Committee Members and Group Leaders, but they are restricted to the information they need to undertake their roles in the u3a.

### **Photographs**

Photographs are classified as personal data. You will be asked for consent for photographs to be taken and told where the photograph will be displayed. Where group photographs are being taken, you will be asked to step out of shot if you do

not wish to be in the photograph. If you wish to remove your consent and have your photograph removed then you should contact  
Email: chairmansu3a@gmail.com  
Telephone: as listed for the chairman inside the front page of Newsline

### **Availability and Changes to this Policy.**

This policy is available on our website ([www.southwellu3a.com](http://www.southwellu3a.com)). This policy may change from time to time. If we make any material changes, we will make members aware of this by email (where available), Newsline 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 Newsline

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