

Barnsley & District u3a

Privacy Policy

Barnsley & District u3a (hereafter 'the u3a') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information'. Personal information 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
- Subscription preferences

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.

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 contact you 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 – as required to facilitate your participation in our u3a activities.
 - externally – with your consent for products or services such as direct mailing for the Trust magazines (*Third Age Matters*)
 - if we have a statutory duty to disclose it for other legal or regulatory reasons.
- Data will also be submitted to HMRC for gift aid purposes.

HOW LONG DO WE RETAIN YOUR PERSONAL INFORMATION?

We need to keep your information so that we can continue to provide our services to you. In most instances information about your membership will not be stored for longer than two years. 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, the member/members will be informed as to how long the information will be held and when it is deleted. Additionally, information in connection with gift aid will be kept for a period of 6 years in accordance with HMRC regulations.

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 Membership Secretary as to any changes in their personal information. You can do this by contacting the Membership Secretary at any time:
membership@bu3a.org.uk

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 secure database, accessed only by the Membership Secretary and specific Executive Committee Members as deemed strictly necessary.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on our website, or a hard copy can be requested by contacting the Membership Secretary. This policy may change from time and time. If

we make any material changes, we will make members aware by email and by publications.

CONTACT If you have any queries about this policy, need it in an alternative format, or have any concerns about our privacy practices, please contact us: membership@bu3a.org.uk

Issue No. 1 Dated: 18 January 2019