

Grange & District U3A Privacy Policy

Introduction

Grange & District U3A is fully aware of the need to protect members' privacy as regards their personal information.

Scope of Policy

The policy details how the personal information of members will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation (GDPR). These principles are outlined in a companion document entitled *Grange & District U3A Data Protection Policy*, available from our Membership Secretary (contact details below).

How and why we collect this personal information.

All the information collected is obtained directly from you. This is normally at the point of your initial registration. The information will be collected via the membership form. At the point you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

What personal information do we collect?

You will be asked to provide certain information which includes:

- Name
- Home address
- Email address
- Telephone number
- Subscription preference

We do not collect or store details of next of kin, carers, emergency contacts or medical conditions. However, you are encouraged to carry with you on all U3A activities a card with details of who to contact in an emergency. If you suffer from any medical condition which may impair your ability to take part in any activity, you are also encouraged to give relevant details to the person leading that activity.

If we organise an event or trip that requires additional information such as date of birth or nationality to be provided, we will seek your specific consent before asking you to provide this information. This additional information will be deleted once the event or trip has taken place. If you need to provide us with details of next of kin, carers or emergency contacts for the trip, you need to gain their consent before providing us with their details.

We may wish to include you in photographs or videos of U3A events or trips. If we wish to use an image of you as an individual, we will always ask for your consent in advance. If we take a photograph of a group you belong to, we will always give you the opportunity to move out of the way if you don't wish to be in the photograph. We will not record videoconference sessions in which you take part without obtaining your permission in advance.

How do we use your personal information?

We use your personal information:

- To process your membership subscriptions
- To send you official communications as a member of Grange & District U3A
- To inform you of events organized by Grange & District U3A
- To communicate with you about activities of interest groups you belong to
- To send you general information about local, regional or national activities relevant to U3A members

Sharing 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**- where we use an external membership management system and with your consent for products or services such as direct mailing for the Trust magazine *Third Age Matters*.

If such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged their digital and physical systems and procedures are secure.

- If we have a **statutory duty** to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A we will seek your permission and inform you as to 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 for you. In general your details will be kept for the duration of your paid subscription plus a further 12 months. If you specifically request deletion of your personal data, it will be removed immediately. The only exception to this is where you have provided information for Gift Aid purposes. HMRC regulations require us to keep your Gift Aid declarations for six years.

How your information can be updated or corrected.

To ensure the information we hold is accurate and up to date, you need to inform us about any changes to your personal information. You can do this at any time by contacting the Membership Secretary, either via our website at <https://u3asites.org.uk/grange/contact>, or using the contact details printed in our quarterly Newsletter.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the U3A holds on you, please contact the Membership Secretary.

How do we store your personal information?

Your membership information is stored in the Beacon membership database operated on our behalf by the Third Age Trust. The committee has satisfied itself that this database is secure and fully compliant with current data protection regulations. Your records can be accessed by committee members and group leaders for the purposes specified above. Some leaders of interest groups you belong to maintain their own membership records, which they use to communicate with you about group activities. These will also be held in secure form (on paper or on a password-protected computer).

Availability and changes to this policy.

This policy is can be viewed on the Governance page of our website, or available on request from our Membership Secretary. This policy may change from time to time. If we make any material changes we will make members aware through the magazine, website and the monthly members meetings.

Contact

If you have any queries about this policy or have any complaints about our privacy practices, please contact the Membership Secretary (contact details above).

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