

# Saffron Walden U3A Privacy Policy

Saffron Walden U3A (hereafter 'the 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. The information that we will hold about members may include:

- Your name.
- Home address.
- Email address.
- Telephone number.
- Subscription preferences.
- Gift aid information.
- Groups that you belong to.
- Photographs of members, usually in group activities, for use in Update magazine, U3A publications, and on our website, for which we require your separate consent.

## HOW DO WE COLLECT THIS PERSONAL INFORMATION?

Most of the information collected is obtained from you at your initial registration or membership renewal. The information will be collected via membership forms or online contact forms. At the point that 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.

## HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide and to promote our U3A activities and services for 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'll 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 co-ordinators – 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 of U3A material. Where such systems are used, the committee has judged that 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 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. We will keep this information securely for as long as the SW U3A Committee deems necessary. 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.

#### **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. Contact details can be found on the committee page of the website.

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, 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 individual 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 information is held on a database/spreadsheet/external membership management system and accessed by committee members – as appropriate.

#### **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on the membership page of our website – [www.saffronwaldenu3s.org.uk](http://www.saffronwaldenu3s.org.uk). This policy may change from time to time. If we make any material changes we will make members aware of this via our Update magazine and website.

#### **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, details of which can be found on the committee page of the website.

Adopted March 2018

Policy review date: March 2019