

PRIVACY POLICY

This is an abridged version of the policy provided by the Third Age Trust. The full policy can be accessed by contacting the Secretary.

This policy sets out how we will deal with your personal information.

When you become a member of the u3a you will be asked to provide the following information on the application form.

- Name.
- Home address.
- Email address.
- Telephone number.

You will also be asked if you wish to record emergency contact details (ICE) on your membership card and give the contact details to your Group Leader.

All the information collected is obtained directly from you. The information will be collected via your membership application form. 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.

We use your personal information:

- To provide our u3a activities and services to you.
- For administration, planning and management by the committee.
- To communicate with you about your group activities including through the Group Leader
- To monitor, develop and improve the provision of our u3a activities. We may send you messages by email, other digital methods, telephone and post to advise you of u3a activities.

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

- Internally - to committee members and Group Leaders to facilitate your participation in our u3a activities.
- Externally – to National Office 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 and regulatory reasons.

We need to keep your information so that we can provide our services to you during your membership. 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 will be informed as to how long the information will be held for and when it is deleted.

Any changes to the information details that we hold, must be updated by contacting the Membership Secretary.

Should you wish to view the information that the u3a holds on you, you can make this request by contacting the Membership Secretary.

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 other individuals or for legal, investigative or security reasons.

Otherwise, we will usually respond within 14 days of the request being made.

Your membership information is held on computer records, managed by the Membership Secretary, on your application form and your Group Leader's records. Any publication of your details i.e. website, will only be done with your permission.

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.

Members will be made aware of any changes to this policy.

Policy updated: August 2022

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