

Minehead and District u3a Privacy Policy

Minehead and District u3a treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information': this means information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you apply to become a member of Minehead and District u3a, you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences.

How do we collect this personal information?

All the information we collect 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 the legitimate interest that Minehead and District u3a has in communicating with you as a member and the contractual relationship that you, as a member, have with our 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. With your permission, u3a convenors may hold your details and will do so only for the purposes outlined in this policy.

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 activity
- For delivery of the Third Age Trust publication *Third Age Matters*.

We'll contact you by email, post, other digital methods and telephone 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 convenors – as required to facilitate your participation in our u3a activities
- Externally – for products or services such as direct mailing of the Third Age Trust magazine *Third Age Matters*. The magazine is distributed by a third party and your information is shared with the distribution company via a secure online portal. Should you not wish to receive the magazine, please inform our Membership Secretary.
- If we have a statutory duty to disclose it for legal and/or regulatory reasons. In this instance we will seek to obtain your consent. Information would be shared without consent where there were serious safety concerns and it was felt to be in the best interests of you or the u3a to disclose it.

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. The exceptions to this are where there may be financial, legal or insurance circumstances that require information to be held for longer while the issues are investigated or resolved. Where this is the case, members will be informed how long the information will be held and when it is deleted.

How can you update or correct your information?

To ensure 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 on **membership.mdu3a@gmail.com**. Every year you will have the opportunity to update your information, if required, via the membership renewal process.

Should you wish to view the information that the u3a holds on you, you can make this request by contacting the Membership Secretary as above. There may be certain circumstances where we are not able to comply with such a 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 one month of the request being made.

How do we store your personal information?

Minehead and District u3a has in place a range of security safeguards to protect your personal information from loss or theft, as well as from unauthorised access, disclosure, copying, use or modification. Security measures include use of cloud storage, firewalls and a management database system. Your membership information is held securely and accessed by committee members and group convenors as appropriate.

Availability and changes to this policy

This policy is available on Minehead and District u3a website and, if required, in alternative formats.

The policy may change from time to time. Members will be informed via the newsletter and at the monthly meetings when any material changes are made to our policies and procedures.

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 Secretary on **secretary.mdu3a@gmail.com**.

Adoption and policy review dates

Date of adoption: 9 September 2021

Next policy review date: December 2023