

# U3A Privacy Policy – Sutton Coldfield

Sutton Coldfield 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, you as an individual.

## What personal information do we collect?

When you express an interest in becoming a member of Sutton Coldfield U3A you will be asked to provide certain information. This includes:

- Your name
- Home address
- Email address
- Telephone number(s)
- Your subscription preferences
- Details of your next of kin, where appropriate for outside visits
- Details of Gift Aid information if appropriate

## 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 or submission of details on booking forms for outside visits. 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 send information about our U3A activities and services to you
- For administration, planning, and management of our U3A
- To communicate with you about activities within the groups you may belong to
- To monitor, develop, and improve the provision of our U3A activities

We'll send you messages 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 Organisers (Group Conveners) as required to facilitate your participation in our U3A activities;
- Externally – with your consent for products or services such as direct mailing for the various Third Age Trust magazines such as Third Age Matters and Sources;
- If we have a statutory duty to disclose it for other legal and/or other regulatory reasons.

Where we need to share your information outside of the U3A we will seek your consent 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. In most instances information about your membership will not be stored for longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

## How your information can be updated or corrected?

To ensure the information we hold is accurate and up to date, member's need to inform their U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary at [scu3a.mem.sec@gmail.com](mailto:scu3a.mem.sec@gmail.com) or via any Committee Member. On an annual basis you will have the opportunity to update your information, as 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 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 other individuals 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. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services. Your membership information is held on a database and/or a spreadsheet and may be accessed by Committee Members and Group Organisers as may be required from time to time.

## Availability and changes to this policy

This policy is available on Sutton Coldfield U3A's website or by request from any Committee Member. This policy may change from time to time. If we make any material changes we will make members aware of this via our monthly Newsletter (Sage), weekly emails, and on our 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 our Business Secretary at [scu3a.bus.sec@gmail.com](mailto:scu3a.bus.sec@gmail.com) or via any Committee Member.

*Policy review date: 21/05/2018*