

# THE BOOKHAM & DISTRICT U3A

## PRIVACY POLICY

The Bookham & District 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?

When you express an interest in becoming a member of The Bookham & District U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences
- interests in groups and roles
- whether you are prepared to Gift Aid your subscription

### 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. 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. Group Administrators will ask you for contact details in case of emergency.

### 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

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 Administrators – as required to facilitate your participation in our U3A activities;
- Externally – with your consent for products or services such as direct mailing for the the Trust magazines – Third Age Trust and Sources;
- 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 consent and inform you as to with whom the information will be shared 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 after the end of the current membership year. 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 the U3A about any changes to their personal information. You can do this by contacting the membership secretary.

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. 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 28 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 and accessed by Committee Members and Group Administrators – as appropriate.

### Availability and changes to this policy

This policy is available on The Bookham & District U3A website. If necessary a copy can be obtained by contacting a member of the Committee. This policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter and the monthly members meetings.

### 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 any member of the Committee.