

Belper & District u3a

Privacy and Data Protection Policy



Belper & District 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?

When you express an interest in becoming a member of the u3a you will be asked to provide certain information. This includes:

- Name
- Home address
- Email address
- Telephone numbers
- Eligibility for Gift Aid

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.

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. In addition, members will be asked to consent to specific processing such as taking photographs.

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 activities. We'll send you messages by email, electronic newsletter, printed newsletter, telephone and post to advise you of u3a activities.

PHOTOGRAPHS.

Photographs are classed as personal data. When group photos are being taken, members who do not wish to be in the photograph will be asked to step out of shot. Members will be told where photos will be displayed and will be informed who they should contact if they wish to withdraw their consent and have their photograph removed.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

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

- Internally – to committee members, social sub-committee members, group leaders and fellow group members for those groups you are a member of to facilitate your participation in our u3a activities.
- Externally – your information will be shared with the Third Age Trust, including for administration and for products or services such as direct mailing for the Trust magazines. The committee will only use other external systems to manage data if it is confident that the supplier's 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 and the Third Age Trust we will seek your permission 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 your membership ceases. The exceptions to this are instances where there may be legal, tax or insurance circumstances that require information to be held for longer.

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:-

- a) online via the Members Portal of our Beacon System. There is a link on the 'Members' Page of our website and further information on the 'About the Members Portal' page.
- b) by contacting the Membership Secretary via the 'Contacts' page on our website.

Members are entitled to request access to their personal data held by the u3a.

On an annual basis, you will have the opportunity to update your information when you renew your membership.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on the secure Beacon database system, developed by the Third Age Trust, for membership and administration purposes.

DATA BREACH

If you think there has been a data breach you should notify the Chair via the 'Contacts' page on our website as soon as possible.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the Belper & District u3a website. This policy may change from time to time. If we make any material changes we will make members aware of this via the website, 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 the Business Secretary by following the email link to the Business Secretary on the 'Contacts' page of our website.

Dated: April 2022

Next policy review date: 2024

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