



Privacy Policy

U3A in Bath (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 number;
Gift Aid entitlement;
Newsletter preferences.

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. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. We need to store and process the personal data listed above to manage our membership system and to inform you about the groups, activities and events that you can access as a member.

Convenors may also collect address and other contact information as above to assist in the organisation and running of the groups of which you are a member.

Convenors and events organisers may seek your consent to collect and store additional information. This might include the name and contact details of an emergency contact in case of a serious incident or accident. This has been assessed as a legitimate interest and the data will be processed on that basis.

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 will send you messages by email, other digital methods, telephone and post to advise you of U3A activities.

With whom do we share your personal information?

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

Internally: To committee members, officers and group convenors as required to facilitate your participation in our U3A activities. Convenors may share members' information with group members where agreed and necessary for the efficient running of the group.

Externally: Where we use an external mailing system for products or services such as direct mailing of the newsletter and the Trust magazines (*Third Age Matters* and *Sources*). Where such systems are used the Terms and Conditions of each supplier have been scrutinised and judged that their digital and physical systems and procedures are secure.

When necessary the Committee may authorise access to the information for computer or software support and maintenance.

Statutory duty: If we are required by law to disclose it for other legal and regulatory reasons.

Where we need to share your information for reasons other than those specified above 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. Information about you will not be stored for longer than 12 months after the expiry of your U3A in Bath membership unless required for other specific reasons. Gift Aid information must be stored for seven years for tax purposes. Other instances are where there may be legal or insurance circumstances that require information to be held while this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held 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, members need to inform the U3A of any changes to their personal information. This can be done by contacting the Membership Officer at any time:

Email: memadmin@u3ainbath.org.uk Telephone: 01225 318438

On an annual basis you will have the opportunity to update your information via the membership renewal form. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Officer 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 another individuals or for legal, investigative or security reasons. 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. These include measures which create a secure connection with your browser when you access our website or send us emails.

Your membership information is held on a database, spreadsheet or external mailing system and accessed by committee members and group convenors as necessary.

Availability and changes to this policy

This policy is available on our website www.u3ainbath.org.uk or may be obtained on request from the Secretary (contact details below). 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 the Secretary:

Email: sec@u3ainbath.org.uk Telephone: 01225 338272

Date policy reviewed: 7th June 2018