

Privacy Statement

Warminster U3A treats your privacy rights seriously. This privacy statement 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 Warminster U3A you will be asked to provide certain information. This includes: your name, home address, email address, telephone number(s), if you need assistance because of disability to attend meetings, if you have skills to share, if you wish to Gift Aid your donation.

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 Legitimate Interests and 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 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 communicate with you by email, post, other digital methods and telephone 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 and Group Leaders – as required to facilitate your participation in our U3A activities;
- Externally – with your consent for products or services such as direct mailing for the Trust magazines – Third Age Matters and Sources; and our quarterly newsletter;
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

On occasion, photographs may be taken for sharing news of activities in such places as our newsletter, website, Facebook page, Open afternoons, local newspaper etc. If you do not wish to have your photograph shared in this way, please stay out of shot when invited to do so.

For 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 two years after you have ceased to be a member, (as long as required by HMRC in respect of Gift Aid). The exceptions to this

are instances where there may be legal or insurance circumstances that require information to

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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, members need to inform the U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary on the contact details in the newsletter or membership forms. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. You have the right to request all or part of your information be deleted, though that will impact on our ability to properly keep you informed of U3A matters. If you have had your photograph taken for sharing news of any activity and you no longer wish to have a photograph displayed and wish to have it removed, you should let the Membership Secretary know. Should you wish to view the information that the U3A holds on you, you can make this request in writing 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?

Your membership information is held on a password protected spreadsheet by the Membership Secretary and Treasurer. Selected information is held by Committee Members and Group Leaders – as appropriate.

Your membership information is held on the U3A Beacon Membership Management System owned by Third Age Trust Trading Ltd (TATTL), the trading arm of the u3a. All data transfer is encrypted. Access by Committee Members and Group Leaders is limited to that data required to enable them to communicate with appropriate members. TATTL appoints contractors to oversee the mechanics of the system. They are subject to GDPR (General Data Protection Regulation – the law on holding your data).

Availability and changes to this statement

This statement is included in the Welcome packs provided to new members and is available on the Warminster U3A website. This statement may change from time to time. If we make any material changes we will make members aware of this via the Newsletter.

Contact

If you have any queries about this statement, need it in an alternative format, or have any complaints about our privacy practices, please contact the Membership Secretary, contact details in the newsletter.