



# Cotgrave & District u3a

## Privacy Policy

Cotgrave & 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
- Membership of any other u3a
- Emergency contact phone number

### **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 application forms and the renewal process. At the point that you provide your personal information for the below 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.

### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use your personal information:

- To provide details of our u3a activities and services
- 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 and services
- To contact your Emergency Contact

We may send you messages by email, other digital methods, telephone or post 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 Leaders – as required to facilitate your participation in our u3a activities.
- Externally – with your consent we arrange for the provision of Third Age Trust products or services such as direct mailing for the Trust magazine Third Age Matters
- 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 permission 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. Your information will be retained for the duration of your membership and for 6 months thereafter. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst 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 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 of any changes to their personal information. You can do this by contacting the Membership Secretary at any time.

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 in the Data Protection Policy. 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 individual 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 by the Membership Secretary and passed to Committee Members and Group Leaders as appropriate.

Your application and, when appropriate, renewal forms, together with any further documentation as detailed in our Data Protection Policy, are held in paper files for the same periods as with our electronic system.

#### **PHOTOGRAPHS.**

Photographs may be taken as a matter of record at u3a events and may be published in newsletters, on our Facebook page or on the website. These photographs may include images of members. Members can request that photographs are not published in any way.

**AVAILABILITY AND CHANGES TO THIS POLICY.**

This policy is available on our website and is provided to members in hard copy upon request. This policy may change from time to time. If we make any material changes we will make members aware of this via the newsletter, website and at 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 Membership Secretary (cotgraveu3a@outlook.com).

Approved by Cotgrave & District Executive Committee and will be reviewed at least every 2 years.

Reviewed Dates.

March 2018 – Version 2

June 2022 – Version 3

March 2024 – Version 4