

Windsor & District U3A Privacy Policy

Windsor & 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 are asked to provide certain information. This includes:

- your name
- home address
- email address
- home telephone number
- mobile telephone number
- your subscription preferences
- Gift Aid

Other data that we may collect as part of your membership:

- A list of the interest groups that you have joined

Photographs of members taken at monthly meetings or group meetings are also considered to be personal information if a member's face is identifiable.

Next of kin information will be collected, if required, as a one off for a particular trip or event and not stored permanently with U3A member data. Where the U3A organises a trip using a third party that requires next of kin information to be provided, we will require the member to gain consent from the identified next of kin. The consent will provide permission for the information to be held by the third party for the purpose of supporting and safeguarding the member in question. The same would apply to carers who may attend either a one-off event or on an ongoing basis to support a U3A member with the agreement of the U3A.

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.

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 will send you messages by email, post, other digital methods and telephone, as appropriate, 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 convenors – as required to facilitate your participation in our U3A activities.
- Externally –
 - we use an external membership management system offered to U3As by the Third Age Trust
 - with your consent we may send name and address information for direct mailing for the Trust magazines (*Third Age Matters* and *Sources*)
 - with your consent we may send name and address information for the mailing of our newsletters and other communications using the company StannpWhere such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged that their 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 we will seek your consent and inform you as to whom 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. We have a statutory duty to retain data under HMRC rules for 6 years, so name and address details will be retained for 6 years after membership has permanently ceased, and will then be deleted. Other personal information will be deleted after membership has permanently ceased. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer.

How your information can be updated or corrected

To ensure that the information we hold is accurate and up to date, members need to inform the U3A about any changes to their personal information. You can update your own information using the Members Portal on the U3A website: <https://u3asites.org.uk/windsor/page/54248>. Alternatively, you can contact the membership secretary on membership@windsoru3a.co.uk or by phone to Chris Dufty on 01753 831422.

You can request changes to your communication decisions at any time by contacting dataprotection@windsoru3a.co.uk or phone Anne Greenshields on 01753 867827.

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 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 we store your personal information

Your membership information is stored on an external membership management system, called Beacon, which is a service offered to U3As by the Third Age Trust. Beacon is accessed by committee members and group convenors as appropriate.

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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. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services.

Availability and changes to this policy

This policy is available on the U3A website, at <https://u3asites.org.uk/windsor/home>, and will also be displayed on the notice board at monthly meetings. The 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 us at dataprotection@windsoru3a.co.uk or Anne Greenshields on 01753 867827.