

Windsor & District U3A Privacy Policy

Windsor & District U3A (hereafter 'Windsor 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 make an application to become a member of Windsor 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 declaration

Next of kin information will be collected, if required, as a one-off for a particular trip or event and not stored permanently with Windsor U3A member data. Where Windsor 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 Windsor U3A member with the agreement of Windsor U3A.

Note that if you visit our Windsor U3A website, that is covered by its own policy covering the use of cookies, etc.

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 legitimate interest that Windsor U3A has in communicating with you as a member. 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 Windsor U3A activities and services to you
- For administration, planning and management of Windsor U3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of Windsor U3A activity
- For delivery of the Trust publication - Third Age Matters

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 Windsor U3A activities.
- Externally -
 - o For products or services such as direct mailing for the Trust magazine Third Age Matters. The magazine is distributed by a third party processor and your information is shared with the distribution company via a secure online portal. Should you not wish to receive the magazine please contact the Data Administrator (see section Contacts below).
 - o For products or services such as postal copies of Windsor U3A documents. Postal documents are printed and distributed by a third party processor and your information is shared with this company via a secure online website. Should you not wish to receive documents through this route then you can contact the Data Administrator (see section Contacts below).
- If we have a statutory duty to disclose it for legal and/or regulatory reasons. In this instance we will seek to obtain your consent. Information would be shared without consent where there were serious safety concerns and it was felt to be in your or the U3A's best interests to disclose information.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. When your membership has ceased we need to keep some basic information required by the Charity Commission and the Inland Revenue for a set length of time, usually six years. Any other information about your membership will not be stored for longer than 12 months after membership has permanently ceased. The exceptions to this are instances where there may be financial, legal or insurance circumstances that require information to be held for longer whilst particular issues are investigated or resolved. Where this is the case member/s will be informed how long the information will be held and when it is deleted.

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 Windsor U3A about any changes to their personal information. You can update your own information using the Members Portal on the Windsor U3A website. Alternatively, you can contact the Data Administrator or Membership Secretary (see section Contacts below).

You can request changes to your communication choices at any time by contacting the Data Administrator (see section Contacts below).

Should you wish to view the information that Windsor U3A holds on you, you can make this request by contacting the Data Administrator (see section Contacts below). 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 one month of the request being made.

How we store your personal information

Windsor U3A has 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 use of cloud storage, and use of a management database system. Your membership information is held securely and accessed by Committee Members and Group Convenors as appropriate.

Availability and changes to this policy

This policy is available on the Windsor U3A website, at <https://windsoru3a.org.uk>, 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.

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 Data Administrator (see section Contacts below).

Contacts

By email:

Data Administrator on dataadmin@windsoru3a.org.uk

Membership Secretary on membership@windsoru3a.org.uk

By post:

Data Administrator or Membership Secretary at:

Windsor & District U3A, Box 165, 24-28 St Leonards Road, Windsor, SL4 3BB

By phone:

See a recent newsletter for contact name and phone number.

Policy review date: July 2021