

## **Exmouth and District U3A Privacy Policy (hereafter 'the U3A')**

'The U3A' Privacy Policy sets out how we will deal with your 'personal information'.

### **What personal information do we collect?**

When you become a member of 'the U3A' you will be asked to provide the following information:

- Name.
- Home address.
- Email address.
- Telephone number.
- Relationship details (to partners/spouses who are also members).
- Subscription preferences.

### **How do we collect this personal information?**

All the above information is obtained directly from you, collected via membership forms. At the point that you provide your personal information for 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 our U3A activities and services to you.
- For administration, planning and management by the committee of our U3A.
- To communicate with you about your group activities including through the Group Coordinator.
- To monitor, develop and improve the provision of our U3A activities.

We may send you messages by email, other digital methods, telephone and 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 Coordinators/Leaders to facilitate your participation in our U3A activities.
- Externally – to National Office for products or services such as direct mailing for the Trust magazines (Third Age Matters and Sources).
- To a supplier for printing the Newsletter
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

### **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 18 months and then renewed on membership renewal.

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 OR DELETED**

You can do this by contacting the membership secretary at any time.

[membership@exmouthu3a.org.uk](mailto:membership@exmouthu3a.org.uk) Members need to inform 'the U3A' of changes to their personal information. 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 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 another individual/s 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 primarily held on the database system we use via the Third Age Trust ("Beacon"). This is an on-line system, for use by U3A branches such as ours.

Beacon includes some financial information about the payments you have made, including cheque numbers. It can also include your Group membership details. Some information may be held on paper and /or a spreadsheet to be accessed by Committee members and Group Organisers/Leaders as appropriate.

## **Next of Kin**

The reason that Exmouth and District U3A may request contact details for members' next of kin is so that the committee and/or Group Coordinators/leaders know who to contact in the event of an emergency.

'The U3A' has a duty of care to its membership and in order to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident. Exmouth and District U3A requests that members inform the person identified as your next of kin that you have provided their details to Exmouth and District U3A.

The next of kin information provided by members would only be used in the event of a serious incident/accident. 'The U3A' would use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third party provider such as a medical professional.

'The U3A' only requests minimal information regarding members' next of kin which includes a name, telephone number and the details of their relationship to the member.

For certain events and trips we may need to provide these details to a 3rd party. Wherever possible we will always make you aware when next of kin information is requested and with whom that information will be shared.

## **Your rights**

You have certain rights with respect to your personal data. The rights will only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of your rights.

	<b>Summary of your rights</b>
<b>Right of access to your personal data</b>	You have the right to receive a copy of your personal data that we hold about you and information about how we use it.
<b>Right to rectify your personal data</b>	<p>You have the right to ask us to correct your personal data that we hold where it is incorrect or incomplete.</p> <p>To ensure the information we hold is accurate and up to date, member's need to inform the U3A as to any changes to their personal information.</p> <p>You can do this by contacting the membership secretary at <a href="mailto:membership@exmouthu3a.org.uk">membership@exmouthu3a.org.uk</a> or the Secretary at <a href="mailto:secretary@exmouthu3a.org.uk">secretary@exmouthu3a.org.uk</a> .</p> <p>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. 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 endeavour to respond within one month of the request being made.</p>
<b>Right to erasure of your personal data</b>	<p>You have the right to ask that your personal data be deleted in certain circumstances. For example:</p> <ul style="list-style-type: none"> <li>• where your personal data is no longer necessary in relation to the purposes for which it was collected or otherwise used;</li> <li>• if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal data;</li> <li>• if you object to the use of your personal data (as set out below);</li> <li>• if we have used your personal data unlawfully; or</li> <li>• if your personal data needs to be erased to comply with a legal obligation.</li> </ul>
<b>Right to complain to the relevant data protection authority</b>	<p>You have the right to complain to the relevant data protection authority which is, in the case of us, the Information Commissioner's Office (<b>ICO</b>), where you think we have not used your personal data in accordance with data protection law. The ICO's contact details are:</p> <p>Information Commissioner's Office Wycliffe House</p>

	<b>Summary of your rights</b>
	Water Lane Wilmslow Cheshire, SK9 5AF

### **Availability and changes to this policy**

This policy is available on our website <https://u3asites.org.uk/exmouth/home>

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 us:

[secretary@exmouthu3a.org.uk](mailto:secretary@exmouthu3a.org.uk)

### **Policy agreement**

This Privacy Policy was agreed by Exmouth and District U3A on 6<sup>th</sup> October 2020.

### **Review date**

Policy review date: October 2021

Policy renewed on 25<sup>th</sup> October 2022 and Appendix A 'Track and Trace' removed as this is no longer in place.

Policy review date October 2024 or sooner as required.