

U3A Dacorum Privacy Policy

U3A Dacorum (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 number.
- Member payments.

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

With the exception of membership payments, all the information collected is obtained directly from you. This is at the point of your initial registration. The information will be collected via membership forms. This information will be updated on your request or with information provided by you on the annual renewal form.

Your payment information is collected when a payment is received.

A Membership Number is assigned with the initial registration.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide The U3A activities and services to you.
- For administration, planning and management of The U3A.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of The U3A activities.
- For any statutory reasons that may arise.

We will send you messages by email, other digital methods, telephone and post to advise you of The U3A activities.

ON WHAT BASIS DO WE KEEP THIS INFORMATION

When you become a member, there is effectively a contract between the member and The U3A. This allows us to process these data:

- These are necessary to fulfil our contractual obligation to you.
- In a way that the you might reasonably expect.

WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?

We may disclose information about you, including your personal information:

- Internally
 - To The U3A committee and group co-ordinators, as required to facilitate your participation in The U3A activities.
- Externally
 - Mailing – Name & Address is given to external providers for mailing The U3A magazine (Digest) and the Trust Magazines (*Third Age Matters* and *Sources*).

- Email – Name and Email Address is given to external providers to allow bulk emails to be sent notifying members of information about The U3A activities.
- Printing – Name and Membership Number is given to an external provider for printing Membership cards.

Where 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.

Note that the receipt of the Trust Magazine and being included on the Email List are optional facilities. If a member does not want these, their data is deleted and will no longer be sent.

- If we have a statutory duty to disclose it for other legal and regulatory reasons.

FOR HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. These data can be deleted on your request after you are no longer a member. However, certain financial information has to be retained for 7 years.

The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer, whilst the circumstances are investigated or resolved. Where this is the case then the member(s) will be informed 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, contact details are available in the Digest.

On an annual basis you will have the opportunity to update your information, as required, 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 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?

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. To this end, there is no external access to the database holding the membership data and the computer (and its backups) are all protected with standard firewall and anti-virus software.

Your membership information is held on a purpose built database which is backed up daily on to an external device and on a regular basis on to the Database Administrators' computers. The Hon. Treasurer also has a copy. In addition an extract is provided to a small number of the committee.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available through The U3A Website ([http://u3adacorum.co.uk/privacy.php ?b](http://u3adacorum.co.uk/privacy.php?b)) or by request to the Membership Secretary (contact details are in the Digest). This policy will be reviewed on a regular basis and may change from time to time. If we make any material changes we will make members aware of this via the Digest 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 the Secretary, contact details are available in your Digest.