

# Watford Park U3A Privacy Policy

Updated: April 2020

Watford Park U3A (hereinafter '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:

- Full Name.
- Home address.
- Email address.
- Telephone numbers.
- Eligibility for Gift Aid

## **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 by direct input into the Simple Membership (SM) system on-line. 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 establish 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 of our U3A.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our U3A activities.
- To obtain reimbursement from HMRC for gift aid contributions
- To organise subscriptions to the Third Age Trust publications

We'll 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 Executive Committee members and Study Group Leaders (SGLs) – as required to facilitate your participation in our U3A activities.
- Externally – where we use an external membership management system and with your consent for products or services such as direct mailing for the Third Age Trust magazine (*Third Age Matters*). 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.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.
- If you have agreed to Gift Aid your subscription we will also supply your details to HMRC.

Where we need to share your information outside of the U3A we will seek your permission 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. In most instances information about your membership will be stored during your membership and for not longer than 12 months thereafter. This allows time for late renewals and informing study group leavers of members who do not re-join. The exceptions to this are instances where there may be legal, tax 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 changes to their personal information. You can do this by logging in to SM and updating your data directly in the system. For those without internet access, data can be updated by contacting the membership secretary at any time:

Email: [membership.wpu3a@gmail.com](mailto:membership.wpu3a@gmail.com).

On an annual basis you will have the opportunity to update your information, as required, on-line through the SM system or via the membership renewal form. Should you wish to view the information that the U3A holds on you, you can log into SM at any time or contact 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 usually respond within 14 days of the request being made.

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

Your membership information is held in a proprietary membership system, developed specifically for U3A use, called Simple Membership (SM). The information is stored by the authors of Simple membership and secured using an appropriate level of industry standard practices and technologies, backed up regularly and is protected by strong passwords. Once they have registered a password, every member can access and modify their own data. Selected members of the Executive Committee have access to certain parts of the data as required. Study Group Leaders (SGLs) are able to input their membership lists and email members but without having access to the email addresses. The data stored will be the minimum required for the operation of the U3A.

### **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on the Watford Park U3A website. 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. The Privacy Policy should be read in conjunction with the Data Protection Policy and the Simple Membership Privacy Policy. All three documents are available on the website at <https://u3a.simplemembership.co.uk/Watfordpark>

### **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:

Email: [chair.wpu3a@gmail.com](mailto:chair.wpu3a@gmail.com).