

# **Wetherby and District U3A Privacy Policy**

***6 August 2018***

Wetherby and District 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 Wetherby and District U3A you will be asked to provide certain information required for membership purposes. This includes:

- Name
- Postal address
- Email address
- Telephone number
- Gift Aid declaration

## ***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 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, group leaders and nominated administrators – as required to facilitate your participation in our U3A activities. The email addresses of individual members are available to other Wetherby and District members in the Members Directory in the Wild Apricot membership system which can be accessed via the Wetherby and District U3A website;
- Externally – for products or services such as direct mailing for the Trust magazines – Third Age Trust and Sources;
- If we have a statutory duty to disclose it for other legal and regulatory reasons, such as HMRC for Gift Aid claims.

Where we need to share your information outside of the U3A we will seek your consent and inform you as to who 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. Information about your membership will be stored for the length of your U3A membership. If you leave the U3A then your personal information will be deleted within 12 months. 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 the information we hold is accurate and up to date, members need to inform the U3A of any changes to their personal information. Members can amend their own personal profile (e.g. change of postal or email address) in the Wild Apricot membership system, which can be accessed via the Wetherby and District U3A website. If difficulties are experienced, then advice and assistance is available from the Membership Secretary. Members are requested to notify any personal information changes to the Membership Secretary by email to [memsecu3awetherby@gmail.com](mailto:memsecu3awetherby@gmail.com) or by telephone on 01937 572823.

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.

***How 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. 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. Your membership information is held on a database and accessed by the Membership Secretary.

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

This policy is available on the Wetherby and District U3A website which can be found at the following <http://www.wetherbyu3a.org.uk/>

This policy may change from time to time. If we make any material changes we will make members aware of this via the monthly newsletter and the monthly Open meetings. In addition, members will also be kept informed with details shown on the U3A website.

***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 via the Membership Secretary at [memsecu3awetherby@gmail.com](mailto:memsecu3awetherby@gmail.com) or by telephone on 01937 572823.

***Policy Review***

This policy was adopted at a meeting of Wetherby and District U3A Committee on 4th September 2018. It will be reviewed at least every 2 years.