

ARUN VALLEY U3A PRIVACY STATEMENT

Arun Valley U3A treats your privacy rights seriously. This privacy statement 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 Arun Valley U3A you will be asked to provide certain information. This includes

:

- your name
- home address
- email address
- telephone number
- your subscription preferences
- your Gift Aid preferences

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. Emergency contact information might also be gathered by group leaders. The lawful basis for collecting and storing your information is the legitimate interest that Arun Valley U3A has in communicating with you as a member of 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
- For delivery of the Trust publication – Third Age Matters
- To make Gift Aid claims from HMRC

We shall 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?

- Internally - to committee members and group conveners – as required to facilitate your participation in our U3A activities;
- Externally – with your consent 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 Membership Secretary. Mass email distribution can also be outsourced to Mail Chimp or Newsletterstogo.

- If we have a statutory duty to disclose it for other legal and/or regulatory reasons as in connection with making claims for Gift Aid. 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 U3As best interests to disclose information.

How long do we keep your personal information?

Since a significant number of members use Gift Aid for which we are required to keep personal data for seven years this is the period for which we shall keep all data before deleting it. If you are not using Gift Aid and wish your data to be deleted earlier you can ask us to do so.

How your information can be updated or corrected?

To ensure the information we hold is accurate and up to date, member's need to inform the U3A of any changes to their personal information. You can do this by contacting the membership secretary via the website on www.U3Asites.org.uk/arun-valley/contact. 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 – 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 other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within one month of the request being made.

How do we store your personal information?

Arun Valley 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. Your membership information is held on a secure spreadsheet and accessed by Committee Members and Group Leaders – as appropriate.

Availability and changes to this policy

This policy is available on the website. This policy may change from time to time. Members will be informed via the newsletter when any material changes are made to Arun Valley U3A's policies and procedures

Contact

If you have any complaints or queries about this policy, want to know what data we hold, wish us to amend or delete your data or need it in an alternative format please contact the Chairman of Arun Valley u3a via the Contacts page on the website.