

# Heritage Coast Lyme Regis U3A - Privacy Policy

Heritage Coast Lyme Regis 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 Heritage Coast Lyme Regis U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription choice
- gift aid information
- membership of other U3As

## 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 has been collected via membership forms, and this will continue to be the normal approach. 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'll send you messages by email, post, other digital methods and telephone to advise you of U3A activities.

## With whom do we share your personal information?

We may disclose information about you, including your personal information

- Internally - to committee members and group conveners – as required to facilitate your participation in our U3A activities;
- Externally –for direct mailing for the Trust magazines – Third Age Matters and Sources;
- If we have a statutory duty to disclose it for other legal and regulatory reasons, such as Gift Aid.

Where we need to share your information outside of the U3A for any other reason, we will seek your consent and inform you of the full details of the proposal.

### 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 deleted once you are no longer a member. The exceptions to this include the fact that the government decrees that data used in Gift Aid claims must be held for a period of 7 years. Data may also be held if there are legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved.

### 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 – details of how are in the local newsletter. 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 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 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. 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 HQ online services.

Your membership information is held on a national database called Beacon and accessed by Committee Members and Group Conveners, only as appropriate.

### Availability and changes to this policy

This policy is available on the Heritage Coast Lyme Regis 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.

### 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 – details of Committee members are in the Newsletter.

Policy review date: May 2020