

# Lichfield u3a Privacy Policy

Lichfield u3a (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.

## **1 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: (1-6 are recorded in Beacon; 7 is kept separately and securely by the Treasurer – see point 5 below).

1. Name.
2. Home address.
3. Email address.
4. Telephone number.
5. ICE (in case of emergency)
6. Subscription preferences.
7. Gift Aid

Sending a Message from the "Contact Us" form on the Lichfield u3a website, will result in the website storing the following information for a period of 90 days, or until such a time before that when the Contact Form Log is deleted:

- Name.
- Email address.
- Message subject

## **2 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. 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 ensure our compliance with data protection legislation.

## **3 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 u3a and group activities.
- To monitor, develop and improve the provision of our u3a activities.

We'll send you messages by email, other digital methods, telephone and post to advise you of u3a activities.

## **4 WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

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

- Internally - to committee members and group leaders – 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 Trust magazines

(*Third Age Matters* and *Sources*). 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.

Where we need to share your information outside the u3a we will seek your permission and inform you as to whom the information will be shared with and for what purpose.

## **5 HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?**

We need to keep your information so that we can provide our services to you.

- Data will be retained for 12 months following the AGM after termination of membership.
- We are required to retain data pertaining to Gift Aid for 7 years – *this is kept separately from the Beacon database and is held securely by the Treasurer.*

The exceptions to this are instances where there may be legal 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.

## **6 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 as to any changes to their personal information. You can do this by emailing [membership@lichfieldu3a.co.uk](mailto:membership@lichfieldu3a.co.uk)

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 individual or for legal, investigative or security reasons. Otherwise, we will usually respond within 28 days of the request being made.

## **7 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.

Your membership information is held on a database and accessed by committee members and group leaders – as appropriate.

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

This policy is available on our 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.

## **9 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:

Enquiry Desk: Email: [enquiries@lichfieldu3a.co.uk](mailto:enquiries@lichfieldu3a.co.uk) Telephone: 07510 634476

**Policy review date: Oct 2024 Policy reviewed Nov 2025 Next review: Nov 2028**