

## GREAT GLEN U3A PRIVACY POLICY

Great Glen 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 apply to become a member of Great Glen U3A you will be asked to provide certain information.

Your Name

Home Address

Email Address

Telephone Number

Your subscription preferences for U3A magazine

Information regarding gift aid

### **How Do We Collect This Personal Information?**

All the information collected is obtained directly from you. The information will be collected via membership forms. The lawful basis for collecting and storing your information is due to the legitimate interest that Great Glen U3A has in communicating with you as a member. 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 service 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 (with your consent, see below)

We'll send you messages by email, post, other digital methods and telephone to advise you of U3A activities.

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### **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-**with your consent** - for products or services such as direct mailing for the Trust magazines -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. We ask you confirm your consent on the membership application form and on your renewal form each year.

In the event that 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. In most instances information about your membership will not be stored for longer than 12 months after your membership has ceased. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer e.g. HMRC

### **How Your Information Can Be Updated Or Corrected**

To insure the information we hold is accurate and up to date, members need to inform Great Glen U3A of any changes to their personal information. You can do this by contacting the membership secretary. On an annual basis you will have the opportunity to update your information 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 14 days of the request being made.

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### **Availability And Changes To This Policy**

This policy is available on the Great Glen U3A website. This policy may change from time to time. If we make any material changes we will make members aware of this through the newsletter.

### **Contact**

If you have any questions about this policy, need it in alternative format, or have any complaints about our privacy practices, please contact us at [webmaster@greatglenu3a.co.uk](mailto:webmaster@greatglenu3a.co.uk) or by contacting any committee member.

This policy was adopted on 2 May 2019 and is due for review on 2 May 2021