

East Lothian U3A Data Privacy Policy

East Lothian U3A (hereafter 'the U3A') treats your data privacy rights seriously. This privacy policy sets out how we will deal with you '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 U3A you will be asked to provide certain information (some optional). This includes:

- Name
- Home address
- Email address
- Telephone numbers
- Joint membership partner
- Gift Aid agreement

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All of 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. 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 the data protection registration.

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 matters related to the U3A.
- To monitor, develop and improve the provision of our U3A services.

We will send you messages by email, other digital methods, telephone and post 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 and group convenors – 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 and services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*). Where such systems are used, the committee has the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- To HMRC if you have opted in to Gift Aid.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

When we need to share your information outside of the U3A, we will seek your permission 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 you cease membership. However, if you have opted in to Gift Aid for your membership subscription, we are required by HMRC to retain your records for 6 years. In exceptional cases, there may be legal or insurance circumstances that may require information to be held for longer than 12 months after you leave the U3A. This is to allow such issues to be investigated and resolved. Where this is the case, then the member(s) will be informed as to how long the information will be held and when it has been deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure that 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 contacting the membership secretary at any time:

Email: membership@eastlothianu3a.org.uk

Should you wish to view the information that the U3A holds on you, or make any changes to it, 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 14 days.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is currently held on a Microsoft Access database on a password-protected laptop which is backed up in a secure environment on a regular basis to protect against data loss. The data is shared/accessed by committee members and other administrators only if they require it and is always password protected.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy may change from time to time. If we make any material changes, we will make members aware of this via our newsletter and any open meetings.

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:

Email: secretary@eastlothianu3a.org.uk

Policy review date 11/06/18