

Purbeck U3A Privacy Policy

Purbeck U3A (hereafter 'PU3A') treats your rights to privacy seriously. PU3A considers that it has legitimate interests in processing membership information it collects and that explicit consent to the use of members' and prospective members' (together "Members") information is probably unnecessary under the General Data Processing Regulation. Nonetheless PU3A will, until determined otherwise, endeavour to obtain explicit consent to use Members' personal data for the provision and administration of membership services. 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 PU3A you will be asked to provide certain information. This includes:

- Name
- Title / Gender
- Home address and Members residing there.
- Email address.
- Telephone number(s)
- Subscription preferences.
- Emergency Contact Details (optional)

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is ordinarily obtained directly from you. This is usually at the point of your initial registration. The information will be collected by means of enrolment forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also require that you provide consent for us to store and use your data. Your consent is a condition of membership and is required in order to ensure our compliance with data protection legislation. We may check our records to ascertain whether another Purbeck U3A member shares your address and note this on the Members' records.

PHOTOGRAPHIC AND VIDEO INFORMATION

PU3A does not routinely collect photographic information of individual members but photos and videos may be taken during PU3A activities and events, stored digitally, and published in our newsletters, website and/or facebook pages or similar social media. If you do not wish such photographs of you to be published then you may make your wishes known to the Membership Secretary and to your Group Convener(s).

WHAT PERSONAL INFORMATION DO WE NOT COLLECT?

We do not collect, nor store, your date of birth or Sensitive Personal Data, relating to a Member's physical health or condition or disability or any indicative matter such as a member's mobility or otherwise. Members are encouraged to carry an 'ICE' card at all times

We do not collect, nor wish to be advised of, nor store any members' Sensitive Personal Data such as Biometric data, racial or ethnic origins, political opinions, religious beliefs, trades union membership, sexual orientation or any similar data.

Any prospective or current member's physical health or condition or disability that may affect his or her ability to participate in a PU3A activity should first be discussed with the relevant group convenor and/or referred to PU3A committee for review.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide PU3A activities and services to you.
- For administration, planning and management of PU3A.
- To communicate with you about your group activities.
- To monitor, develop, improve and publicise the provision of PU3A activities.
- To liaise with U3A National Office (Third Age Trust) in relation to services and benefits it, and its Suppliers, provides to PU3A.

We may send you messages by email or other digital methods, telephone or post to advise you of PU3A 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 and other members of PU3A – as required to facilitate your membership of, and participation in, PU3A activities.
- Externally – where we use an external U3A dedicated membership management system (Beacon) and for products or services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*) if subscribed by you. The Third Age Trust has judged that their digital and physical systems and procedures are secure.
- Externally – with a third party email distribution system [e.g. Mailchimp*] where only your name and email address are shared.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

In the unlikely event we need to share your information beyond those parties specified above we will seek your permission and inform you with whom the information will be shared and for what purpose.

[*Mailchimp has stated it is “committed to achieving compliance with the GDPR on or before May 25, 2018]

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you and also to satisfy HMRC requirements for tax (Gift Aid) purposes. In most instances information about your membership will not ordinarily be stored for longer than 7 years from 4th April in the year following the time your membership of PU3A ceases. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst matters are investigated or resolved. Where this is the case you will be informed for how long the information will be held and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members are required to inform PU3A of any changes to their email address and any other contact details. You may do this by contacting PU3A at any time:

Email: changes@purbecku3a.org.uk

Write: Purbeck U3A Data Controller, Harmans Cross Village Hall, Haycrafts Lane, Swanage, Dorset BH19 3EB

Should you wish to view the information that PU3A holds about you, you may make a request by contacting PU3A Data Controller at datacontrol@purbecku3a.org.uk or by writing to The Data Controller, address as above. We will endeavour to respond to your request within 14 days except in circumstances where for legal, investigative or security reasons we are unable to comply as the information may contain references to other persons, in which case you will be notified accordingly.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on an external membership management system [Beacon] and accessed by PU3A committee members, officers and group convenors. This data is stored and kept for about 7 years as set out above. Electronic and hard copies of membership data and/or group records may be made intermittently for back-up purposes as well as for working purposes by group convenors. Such copies are held and maintained by Committee Members and Group Convenors for as long as you remain a member of their respective groups and will be deleted within 12 months from you leaving the group or the group closes.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available for download from our website www.purbecku3a.org.uk or by writing to The Data Controller, address as above. This policy may change from time to time. If we make any material changes we will make members aware of this via an email and/or our website.

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: datacontrol@purbecku3a.org.uk

Write: Purbeck U3A Data Controller, Harmans Cross Village Hall, Haycrafts Lane, Swanage, Dorset BH19 3EB

Policy Review date: No later than June 2020