

Gainsborough and District u3a Privacy Policy

Gainsborough and District u3a take your privacy rights seriously and will do our utmost to safeguard them.

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. Gainsborough and District u3a's legal basis for processing this data is our legitimate interest for administration of your membership.

The Information we collect

When you express an interest in becoming a member of Gainsborough and District u3a you will be asked to provide certain information:

- Name
- Home address
- Email address
- Telephone number(s)

This is obtained from your annual membership form, and we can confirm that the information will be used only for administrative purposes.

Personal information is used as follows:

- To provide information about Gainsborough and District u3a activities;
- For administration, planning and management;
- To communicate with you about your group activities;
- To enable us to send you messages by email, other digital methods and telephone in order to advise you of our u3a activities.

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

1. Internally - to committee members, group leaders – as needed to enable you to join in all our activities.
2. Externally - for direct mailing of the Third Age Trust magazines (Third Age Matters and Sources) and communicating with the u3a Trust.
3. Or if we have a statutory duty to disclose it for other legal and regulatory reasons.

Length of time we keep your personal information

We need to keep your information so that we can administer your membership. In most instances information about your membership will not be stored for longer than 18 months.

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, the member will be informed as to how long the information needs to be held and then, when it is deleted.

How information is updated

To ensure the information we hold is accurate and up to date, members need to inform the membership secretary about any changes to their personal information. This can be done by contacting the membership secretary directly or through the **Contact** page on our website.

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 Gainsborough and District 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: for example, when the information could contain references to another individual, or for legal, investigative or security reasons. Otherwise, we will usually respond within 14 days of the request being made.

How your information is kept

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 our browser Gainsborough and District u3a, when you register and login into our online services.

Your membership information is held on a database/spreadsheet/external system and accessed only by committee members and group leaders.

This policy will be regularly reviewed so may change from time to time. It is available to view on the Gainsborough and District u3a web site. If any

material changes are made we will make members aware of this via our Thursday meetings and our newsletter.

Any questions about this policy or complaints about our privacy practices, please contact The Chairman through the **contact** page of our Gainsborough and District u3a website.

Last updated June 2024