

## **Privacy and Data Protection Policy**

Aylesbury Vale 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 Aylesbury Vale U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- emergency contact and number
- your subscription preferences
- Gift Aid declaration

### **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 initially from your membership application forms. The lawful basis for collecting and storing your information is due to the legitimate interest that Aylesbury Vale U3A has in communicating with you as a member/contractual relationship that you, as a member, have with the U3A. 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.

### **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 group activities
- to monitor, develop and improve the provision of our U3A activity
- for delivery of the Trust publication – Third Age Matters (If you opt to receive it)

We will send you messages by email, post, other digital methods or telephone 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.
- Group Leaders will store only relevant information about their members once your permission is obtained.
- externally – for direct mailing for the Third Age Trust magazine – 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 if you opt to receive it. If you wish to change your option, please contact the membership secretary
- If we have a statutory duty to disclose it for legal and/or regulatory reasons. In this instance we will seek to obtain your consent. Information would be shared without consent where there were serious safety concerns and it was felt to be in your or the U3As best interests to disclose information.

#### **5. 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, your personal data will be stored for up to 3 years after you leave Aylesbury Vale U3A. The exceptions to this are instances where there may be financial, legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case, member/s will be informed as to how long the information will be held for and when it is deleted. This also applies to member/s that have been involved in disciplinary proceedings. Gift Aid records have to be stored for a period of six years following the end of that accounting year and will be passed on to the appropriate government department if requested.

#### **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 contacting the membership secretary ([membership@avu3a.org.uk](mailto:membership@avu3a.org.uk)). 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 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 one month of the request being made.

#### **7. How do we store your personal information?**

Aylesbury Vale U3A has 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 use of cloud storage, firewalls, use of a management database system.

Your membership information is held on a secure database and can be accessed by Committee Members. Group Leaders can only access their own group information.

## **8. Availability and changes to this policy**

This policy is available on the website ([www.avu3a.org.uk](http://www.avu3a.org.uk)) or in printed format from the membership secretary. This policy may change when policies are reviewed by the committee. Members will be informed via the newsletter and the monthly meetings when any material changes are made to Aylesbury Vale U3A's policies and procedures.

## **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 the membership secretary.

This policy was adopted at a meeting of the Avu3a Committee

Held on	2 <sup>nd</sup> March 2023
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Date to be reviewed	2025
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Signed on behalf of the committee	Chris Lowe
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Name & Role of signatory	Chris Lowe Chairman
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