

Privacy Policy

Plymouth 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 express an interest in becoming a member of Plymouth u3a you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences
- Your emergency contact details

How do we collect this personal information?

The information is provided by you on your membership or renewal form. This is usually *at* your initial registration and on subsequent annual renewals. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with Plymouth u3a.

In order to keep you informed on activities, events and group information that you are entitled to know about as a member, we need to store and process a certain amount of data.

How do we use your personal information?

We use your personal information:

- To provide you with information about Plymouth u3a activities and services
- For administration, planning and management of our u3a
- To communicate with you about u3a news and activities
- To monitor, develop and improve the provision of our u3a activity

We will contact you by email, post, by phone or in person.

Who do we share your personal information with

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

- Internally – to committee members and with your permission, group leaders – should you wish to take part in any u3a activities;
- Externally – with your consent for products or services such as direct mailing for the Trust magazines – Third Age Trust and Sources;

- If we have a statutory duty to disclose it for legal and regulatory reasons.

When we need to share your information outside of the u3a we will seek your consent and inform you who the recipient is.

How long do we keep your personal information

We need to keep your information so that we can provide our u3a services to you. In most instances information about your membership will not be stored for longer than 14 months after you join or renew your membership. The exceptions to this are instances where there may be 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.

How your information can be updated or corrected

To ensure the information held is accurate and up to date, members should let the u3a know about any changes to their personal information. You can do this by accessing your record in Beacon via the link on the Plymouth u3a Website or by contacting the membership secretary by email: membership@plymouthu3a.org.uk. Annually, when you renew your membership, you will need to confirm your details. 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.

How do we store your personal information

Plymouth u3a uses various security safeguards to protect your personal information against loss or theft, unauthorised access, disclosure, copying, use or modification, including Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into u3a online services. (*You should check the security settings of your own computer system and consider how you store and delete information you collect*). Your membership information is held on a database, accessible by the membership secretary and other committee members if authorised for specific u3a purposes, and, if you wish, by the leader of any group you belong to.

Availability and changes to this policy

A more detailed Policy and Procedures document is available to all members and in the members' area of the Plymouth u3a website. This policy may change from time to time and members will be told about any policy updates via email, the Newsletter and the monthly General 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 the [Chairman](#).