

Welwyn-Hatfield U3A Privacy Policy

Welwyn-Hatfield 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 Welwyn-Hatfield U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number(s)
- Gift-aid information
- Any skills, aptitudes or interests that you might be able to use to contribute to the U3A

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 joining. The information will be collected via membership forms. The lawful basis for collecting and storing your information is due to the 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.

How do we use your personal information?

We use your personal information:

- To provide you with information about the WelHat U3A and other U3A activities.
- For administration, planning and management of our U3A
- To monitor, develop and improve our U3A

We'll send you messages about U3A activities by whichever is the most appropriate manner, e.g email, at the Wednesday meetings, &/or via the WelHat U3A website.

Whom do we share your personal information with?

We may disclose information about you, including your personal information

- Internally - to committee members and group leaders – as required to facilitate your participation in our U3A activities;
- Externally, for products or services such as direct mailing for the Trust magazines – Third Age Trust and Sources, and Mailchimp for sending out E-mails;
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A, beyond those specifically mentioned above, we will seek your consent 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 you can be informed about our activities. In most instances information about your membership will not be stored for longer than 12 months after you have left the U3A. The exceptions to this are instances where there may be legal, insurance or financial circumstances that require information to be held for longer whilst the issues are investigated or resolved.

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 emailing the membership secretary at "membership@u3awelhat.org.uk" or by telephone – see the Committee page of the website for 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 as soon as reasonably possible.

How do we store your personal information?

The master copy of your personal information is stored in a spreadsheet on a dedicated computer, not normally connected to the Internet, and protected by a password. It is normally only accessed by the membership secretary, who may, however pass information from it onto other members of the committee, and to study group leaders, as described above.

Availability and changes to this policy.

This policy is available on the WelHat U3A website. This policy may change from time to time. If we make any material changes we will make members aware of it via the normal channels.

Contact.

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please speak to any member of the committee.

(RBS – 3/7/18)