

Frinton Walton and District (FWD) u3a treats your privacy rights seriously. This privacy policy sets out how we will deal with ‘personal information’, that is, information that could identify, or is related to the identity of, an individual.

## **PERSONAL INFORMATION WE COLLECT**

When someone expresses an interest in becoming a member of the u3a, they will be asked to provide certain information. This includes their:

- Name
- Address
- Email address
- Telephone number
- Subscription preferences

## **HOW PERSONAL INFORMATION IS COLLECTED**

All the information collected is obtained directly from the interested person or their partner, both on their membership application and on subsequent renewals. To ensure our compliance with data protection legislation, we will request consent to collect, store and use the information supplied.

## **HOW PERSONAL INFORMATION IS USED**

We use personal information:

- To provide FWDu3a activities and services.
- For administration, planning and management of FWDu3a.
- To monitor, develop and improve the provision of FW u3a
- To communicate with members about their group activities. Messages are sent by email, other digital methods, telephone and post to advise them of FWDu3a activities.

## **WHEN IS PERSONAL INFORMATION SHARED**

We may disclose information about members, including their personal information:

- Internally - to committee members and group leaders – as required to facilitate participation in Frinton u3a activities.
- Externally - for services such as direct mailing for the Trust magazines (Third Age Matters and Sources). Where such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- If we have a statutory duty to disclose it for other legal and regulatory reasons. If it becomes necessary to share personal information outside FWDu3a, permission will be sought from the affected member(s). They will be advised who the information needs to be shared with and for what purpose. However, information may be shared without consent where there were serious safeguarding concerns, and it was felt to be in the member's or the U3As best interests to disclose such information.

## **HOW LONG IS PERSONAL INFORMATION KEPT**

We need to keep information about our members so that we can provide our services to them. In most instances this information will be stored only for the duration of their association with FWDu3a. It will normally be deleted after 2 years or at the specific request of a member, whichever is sooner. 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
- records pertaining to Gift Aid and other tax purposes which are required to be kept for 7 years

## **HOW PERSONAL INFORMATION CAN BE UPDATED OR CORRECTED**

Members should advise FWDu3a of any changes to their personal information as soon as possible to ensure the details held are accurate and up to date. This can be done at any time by contacting the Membership Secretary. The annual membership renewal form also provides an opportunity for information to be amended.

If a member wishes to view the information that Fwdu3a holds on them, a request can be made by contacting the Membership Secretary and a response will normally be made within 14 days. However, there may be certain circumstances where FWDu3a are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons.

## **HOW PERSONAL INFORMATION IS STORED**

FWDu3a has a range of security safeguards to protect your personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification. Security measures include storage of data on a secure database which is available, as appropriate, to Committee Members and Group Leaders.

Any complaints about FWDu3a privacy practices should be directly addressed to the Chairman.

Date of Change:	Changed By:	Comments:
23 February 2023		Policy approved and signed by the Trustees Steering Committee