

FORDINGBRIDGE & DISTRICT U3A

Privacy policy

Introduction

From 2018, a new General Data Protection regulation has come into operation as well as the Data Protection Act already enacted. The Fordingbridge & District U3A, hereinafter known as FDU3A, is committed to a policy of protecting the rights and privacy of members. FDU3A 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 FDU3A you will be asked to provide certain information. This comprises:

- Your name
- Home address
- Email address
- Telephone number

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 via paper or emailed 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 FDU3A. 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 the FDU3A activities and services to you
- For administration, planning and management of the FDU3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of the FDU3A activity

We will send you messages by email, post other digital methods and telephone to advise you of FDU3A activities.

Who 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 the FDU3A activities;
- Externally – with your consent for products or services such as direct mailing for the Trust magazines, Third Age Trust and Sources, by a third party data processor (Name and Postal Address only).
- 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 FDU3A 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 we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer while 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 we hold is accurate and up to date, members need to inform the FDU3A as to any changes to their personal information. You can do this by contacting the Membership Secretary Peter Woollett on peterfwoollett@btinternet.com. 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 FDU3A 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?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well unauthorised access, disclosure, copying, use or modification. Your membership information is held on a spreadsheet and accessed by named Committee Members and Group Leaders – as appropriate, on a need to know basis.

On our website the Contact Form log records all mail sent from contact forms across the site. This data is stored for 90 days in order to protect against spam emails.

Availability and changes to this policy?

This policy is available on the FDU3A website and on written request to the Membership Secretary. This policy will be reviewed annually at the first committee meeting after the AGM. If we make any material changes we will make members aware of this via email, via the website, at the monthly members' meeting or by post to those members without email.

Contact

If you have any queries or concerns about this policy or our privacy practices, please contact the Data Controller Alan Taylor a.taylor2010@btinternet.com.