

The ANDOVER U3A Privacy Policy

The Andover U3A treats your privacy rights seriously. This privacy policy sets out how we will deal with your personal information. By “personal information”, we mean information that could identify, or is related to the identity of, an individual.

This policy should be read in tandem with the Andover U3A's Data Protection Policy.

What personal information do we collect?

When you express an interest in becoming a member of the Andover U3A you will be asked to provide certain information. This consists of:

- your name
- your postal address
- your email address
- your telephone number
- your subscription preferences for the Third Age Trust publications
- your Gift Aid declaration (where applicable)

How do we collect this personal information?

All the information collected is obtained directly from you. Membership information will be collected at the point of your initial registration. The information will be collected via membership forms.

Based on the definitions outlined in the General Data Protection Regulation (GDPR), the lawful basis for collecting and storing your information is Contract¹. This is due to the contractual relationship that the Andover U3A has with you as a member.

In order to inform you about the groups, activities and events that you can access as a member we need to store and process your personal data.

Group Leaders will need to obtain, store and process some personal data, which will vary according to the activities of the groups of which you are a member.

In order to inform individual Groups Leaders of policies, activities and events, the Groups Co-ordinator will need to obtain, store and process some personal data related to those Group Leaders.

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

We'll send you messages by email, post, other digital methods and telephone to advise you of Andover U3A activities.

Who do we share your personal information with?

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

¹ EU GDPR Article 6(1)(b): “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

- Internally - to Committee Members and Group Leaders – as required to facilitate your participation in our Andover 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 other legal and regulatory reasons.

Where we need to share your information outside of the Andover U3A we will seek your consent and inform you as to who the information will be shared with and for what purpose.

If you are a Group Leader – with your consent – your contact details will be circulated to members of the Andover U3A.

If you are a Group Leader – with your consent – your contact details will be displayed on the Andover U3A website.

If you are a Committee Member, your contact details will be printed on the Andover U3A Membership Cards.

If you are a Committee Member, your contact details will be included in the Andover U3A Newsletter.

If you are a Committee Member, your contact details will be displayed on the Andover U3A website.

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 after your membership has expired.

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 is expected to be held for and when it has been deleted.

How can your information be updated or corrected?

To ensure that the information we hold is accurate and up to date, members need to inform the Andover U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary by emailing jean.mcleod67@hotmail.co.uk or telephone 400186.

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 Andover 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.

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 as unauthorised access, disclosure, copying, use or modification. Your membership paperwork is held securely by the Membership Secretary and Treasurer, dependent upon content. Your membership information is also held electronically and access is restricted to the Membership

Secretary and Treasurer. Group Leader(s) also hold an amount of personal information related to the group(s) to which you belong.

Availability and changes to this policy

This policy is available on the Andover U3A website found at www.andoveru3a.co.uk . This policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter, monthly members' meetings and through the Andover U3A website.

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 us by emailing privacy@andoveru3a.co.uk or telephone 356386.

Policy Review Date

Annually, with details of changes to be included in the Spring Newsletter; details of major changes to be included in the Agenda for the AGM.