

# READING U3A Privacy Policy

READING U3A (here after 'the U3A') Privacy Policy sets out how we will deal with your 'personal information'.

## What personal information do we collect?

When you become a member of the U3A you will be asked to provide the following information:

- Name.
- Home address.
- Email address.
- Telephone number.
- Subscription preferences.
- Gift Aid preferences

## How do we collect this personal information?

All the information collected is obtained directly from you. The information will be collected via membership forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

## 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 by the committee of our U3A.
- To communicate with you about your group activities including through the Group Convenor.
- To monitor, develop and improve the provision of our U3A activities.

We may send you messages by email, other digital methods, telephone and post to advise you of U3A 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 Convenors to facilitate your participation in our U3A activities.
- Externally –

○ to National Office for products or services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*).

○ to a supplier for printing the Newsletter; the Privacy Policy of the supplier will be checked by the Committee.

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

## **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 18 months and then re-newed on membership renewal. 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. Where this is the case then the 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 OR DELETED**

You can do this by contacting the membership secretary at any time. Members need to inform the U3A of changes to their personal information.

**Email:** [membership@readingu3a.org.uk](mailto:membership@readingu3a.org.uk)

**Telephone:** 0118 983 2605

**Post:** 2 Hermits Close, Burghfield Common, READING, RG7 3YT

On an annual basis you will have the opportunity to update your information, via the membership renewal form. 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 another 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?**

Your membership information is held on paper and on a spreadsheet and accessed by Committee members and Group Convenors – as appropriate.

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.

## **Availability and changes to this policy**

This policy is available in a Folder available at monthly Members Meetings and on our website [www.readingu3a.org.uk](http://www.readingu3a.org.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 and the monthly Members' 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 us:

**Email:** [chair@readingu3a.org.uk](mailto:chair@readingu3a.org.uk)

**Telephone:** 0118 931 0219

[Policy review date: April 2020]