

## Reading u3a Privacy Policy

### Purpose

This Privacy Policy sets out how Reading u3a manages members' personal information.

### Context

Organisations are expected to adhere to the Data Protection Act 2018, which is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles' and must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

### Principles

Reading u3a aims to follow the data protection principles set out above. In addition, under the Data Protection Act 2018 Reading u3a members have the right to find out what information the u3a stores about them. This includes the right of members to:

- be informed about how their data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of their data
- data portability (obtain their personal data and have it transferred to another organisation, where feasible)
- object to how their data is processed in certain circumstances.

### Procedure

What type of information we have

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 we get the information and why we have it

All the information collected is obtained directly from you. The information is collected through 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.

## What we do with the information

We use your personal information:

- to provide Reading u3a activities and services to you
- for administration, planning and management by the Reading u3a committee
- to communicate with you about your group activities including through the group convenor
- to send you messages by email, other digital methods, telephone or post to advise you of u3a activities
- to monitor, develop and improve the provision of u3a activities.

We may disclose information about you, including your personal information, in a way that is adequate, relevant and limited to only what is necessary:

- internally, to Committee members and group convenors to facilitate your participation in our activities
- to the Third Age Trust and its trading arm for products or services such as direct mailing for the Trust magazine ('Third Age Matters')
- to our service providers and business partners (such as our Newsletter distributor) where the provider or partner has a legitimate interest in using the information
- if we have a statutory duty or a legal or contractual obligation to disclose it.

## How we store your information

Your membership information is held securely on a spreadsheet by the Membership Secretary and the Treasurer. We make every effort to ensure the security of your personal information. Information about your membership will not be stored for longer than your period of membership other than the specific information we require to meet our legal obligations.

## Updating, correcting or deleting your information

Should you wish to view, update, correct or delete the information that we hold on you, you can make this request by contacting the Membership Secretary, email [membership@readingu3a.org.uk](mailto:membership@readingu3a.org.uk). On an annual basis you will have the

opportunity to update your personal information via the membership renewal form.

There may be certain circumstances in which we are not able to comply with a request to delete your information. This includes where we are legally obliged to keep hold of your data such as to comply with financial or other regulations, when keeping your data is necessary for establishing, exercising or defending legal claims, when the information may contain references to another individual or for other legal, contractual, investigative or security reasons. Otherwise we will usually respond within one month of the request being made.

## Accessing the Reading u3a website

Our website, [www.readingu3a.org.uk](http://www.readingu3a.org.uk), uses cookies (pieces of data that a website stores on your computer so that you can be treated as an individual). This is managed by our website provider and is governed by their cookie policy. If you click on links to third party sites from the Reading u3a website, Reading u3a has no responsibility for their use of your personal information.

## Changes to this policy

This policy may be changed by the Committee 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. The current version of the policy is available on our website, <https://www.readingu3a.org.uk/assets/documents/privacy-policy>.

## Contact and complaints

If you have any questions about this policy or have any concerns about our privacy practices, please contact the Membership Secretary, [membership@readingu3a.org.uk](mailto:membership@readingu3a.org.uk). If you think your data has been misused or that we have not kept it secure, please contact the Chair, [chair@readingu3a.org.uk](mailto:chair@readingu3a.org.uk).

If you are not satisfied with the response you receive from the Committee, you can make a complaint to, or get advice from, the Information Commissioner's Office (ICO), <https://ico.org.uk/>.

## Roles and responsibilities

The ICO is responsible for upholding information rights in the public interest. Within Reading u3a, the Membership Secretary is the Committee member responsible for data protection.

## Monitoring and review

The implementation of this policy will be monitored by the Committee and a full review will be undertaken every 3 years.

Adopted by Reading u3a on: 17 April 2023

Review date: April 2026