

Woodley & District u3a Privacy Policy

Introduction

This privacy policy sets out how Woodley & District u3a will store and process your personal details, that is to say, details that could identify, or are related to the identity of, an individual person.

What personal information do we collect?

When you express an interest in becoming a member of Woodley & District u3a you will be asked to provide certain information. This includes:

- Your name
- Your home address
- Your email address
- Your telephone number

What are the lawful bases on which we collect personal details?

The lawful bases for collecting and storing your personal details are **Contract** and **Consent**. You enter into a contractual relationship with Woodley & District u3a in order for us to fulfil our obligations and responsibilities to you. You further consent to allow us to use your personal data to communicate with specified external third parties (see below). Members can register their consent (or not) when completing a membership application form or when joining online.

How do we collect personal information?

- From you. This is usually at the point of your initial registration. The information will be collected via a paper membership form or an online membership form

If you withhold or withdraw your consent then we will not use your personal data in any communication with specified external third parties (see below). If you wish to alter your consent choice you should contact the Membership Secretary.

How do we use your personal information?

We use your personal information:

- To provide our Woodley & District u3a activities and services to you
- For administration, planning and management of our u3a
- To communicate with you about Woodley & District u3a activities
- To monitor, develop and improve the provision of our u3a activity

With whom do we share your personal information?

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

- Internally – to committee members and group convenors, as required, to facilitate your participation in Woodley & District u3a activities
- Externally – to u3a National, with your consent for products or services such as direct mailing for the National u3a Trust magazines
- Externally – to a specified agency, if we have a statutory duty to disclose it for legal and regulatory reasons

If we need to share your information with any other external agency, we will seek your consent and inform you of the agency with whom the information will be shared and for what purpose. If you wish to alter your consent choice you should contact the Membership Secretary.

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 3 months after the end of the membership period. 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 you will be informed about the length of time the information will be held and when it is to be deleted.

How do we update or correct your personal information?

To ensure the information we hold is accurate and up to date, you need to inform Woodley & District u3a about any changes to your personal information. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Otherwise, you can do this by contacting the membership secretary by email at membershipsecretary@woodleyu3a.org.uk.

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 information is held on a database and can only be accessed by Committee Members and Group Convenors with special login privileges. For data backup reasons a copy of the database is also taken periodically and stored securely on the Cloud.

Cookies

We do not use cookies on our website.

Links from our website

Our website may contain links to other websites. Please note that we have no control of websites outside the woodleyu3a.org.uk domain.

If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Your rights

If you wish to view or amend a copy of the data we hold, then you can contact the Membership Secretary of Woodley & District u3a with a 'Subject Access Request' which asks Woodley & District u3a to provide you with a record of all the personal data we hold about you. Once this request has been received and verified you will receive the data requested within 1 month.

You have a right to remove all data about you that we hold.
You can do this by contacting [**membershipsecretary@woodleyu3a.org.uk**](mailto:membershipsecretary@woodleyu3a.org.uk) with this request or write to the Business Secretary of Woodley & District u3a ([**businesssecretary@woodleyu3a.org.uk**](mailto:businesssecretary@woodleyu3a.org.uk)).

You have a right to contact the **ICO** (Information Commissioner's Office) if you think that there is a problem with the way we are handling your personal data.

Changes to this policy

This policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter, email Bulletin or 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 [**businesssecretary@woodleyu3a.org.uk**](mailto:businesssecretary@woodleyu3a.org.uk).

If you have any queries about how we have stored your personal details please contact the [**membershipsecretary@woodleyu3a.org.uk**](mailto:membershipsecretary@woodleyu3a.org.uk).