

PETERBOROUGH U3A PRIVACY POLICY

Peterborough U3A (hereafter 'the PU3A') 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 the PU3A you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone numbers.
- Subscription preferences.
- Gift Aid entitlement

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 membership forms, sent out to you or downloaded from our website. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to supply your data to certain external providers. Your consent for the latter is required in order to ensure our compliance with data protection legislation.

When you join an activity, the group leader may also collect contact details from you for the purpose of communicating with you and keeping you informed of relevant information.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our PU3A activities and services to you.
- For administration, planning and management of our PU3A.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our PU3A activities.

We'll send you messages by email, other digital methods, telephone and post to advise you of PU3A activities.

If you leave a group activity, or if a group closes, the group leader will be asked to delete all the personal information they may hold.

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 our PU3A activities.
- Externally – services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*). Where such systems are used, the Committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside the PU3A we will seek your permission and inform you as to who the information will be shared with and for what purpose. We *never* share your personal information with third parties for commercial purposes.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. Information about your membership will be stored on the website for as long as you are a member. HMRC requires us to keep records for six years, so a paper copy will be retained in secure storage for this purpose. Online membership records are archived for the same period and purpose when membership ceases.

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 PU3A as to any changes to their personal information. You can do this by logging in to the PU3A website and clicking on the My details tab, or by contacting the Membership Secretary at any time – details in U3A News and on the website.

On an annual basis, you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the PU3A holds on you, you can make this request by following the procedures 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 individual 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 as unauthorised access, disclosure, copying, use, or modification. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services.

Your membership information is held in a secure database on the PU3A website and may be accessed by authorised Committee members only.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the PU3A website. 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 a member of the Committee – details in U3A News and on the website.

Policy review date: May 2019