

Higham & Rushden U3A

Privacy Policy

Higham & Rushden (H&R) U3A treats your privacy rights seriously. This Privacy Policy sets out how we will deal with your personal information, which could recognise 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 H&R U3A, you will be asked to provide certain information, which includes:

- Your name
- Home address
- Email address
- Telephone number

How do we collect this personal information?

All the information collected is obtained directly from you, usually at the point of your initial registration, through membership or online contact forms. The lawful basis for collecting and storing your information is due to the legitimate interest that H&R U3A has, in communicating, or as a contractual relationship 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 a certain amount of personal data.

How do we use your personal data?

We use your personal information:

- To provide and communicate our U3A activities and services to you
- For administration, planning and management of our U3A
- To monitor, develop and improve the provision of our U3A
- For delivery of any publications, including Third Age Matters where requested (from a third party)

Who do we share your personal information with?

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

- To Committee Members and Group Leaders, as required to facilitate your participation in our U3A activities
- If we have a statutory duty to disclose it for legal and/ or regulatory reasons, we will seek to obtain your consent. Information would be shared without consent where there were serious safety concerns and it was felt to be in your or the U3As best interests to disclose such information

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 for, six years following the termination of your membership, for financial, legal and insurance purposes, and/ or whilst issues are investigated or resolved. After 6 years all data on the individual(s) will be deleted.

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 U3A with any changes to their personal data. This can be done personally via Beacon, our dedicated database (see H&R website) or, if you have any problems by contacting the Membership Secretary via the Contact Page on the website. On an annual basis you will also have the opportunity to update your information as required, via the membership renewal process. Should you wish to view the information that H&R U3A holds on you, log onto Beacon or failing that, a request can be made by contacting the Membership Secretary. There may be certain circumstances where we are not able to comply with the request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. We aim to respond within one month of the request being made.

How do we store your personal information?

H&R U3A has a range of security safeguards in place, to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Security measures include use of cloud storage, firewalls and use of a management database system. Your membership information is held securely and accessed by Committee Members and Group Leaders.

Availability and changes to this policy.

This policy is available on the Higham & Rushden U3A website and may change from time to time. Members will be informed via the Newsletter and monthly meetings when any material changes are made to policies and procedures.

This policy was adopted on: 16th September 2019

Policy review date: 15th September 2020