

Stokesley & District U3A Privacy Policy

1 Policy

1.1 Statement

Stokesley & District u3a 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.

1. What personal data do we hold about you?

1.1 Collection and use

We collect and use personal data about you for the purpose of communicating with you as representative of your U3A. The personal data we hold includes:

1.1.1 The information that you provide to us / we collect from you will include the following:

Type of Personal Data	Examples
General	
Contact information	When you express an interest in becoming a member of Stokesley & District u3a you will be asked to provide certain information. This includes: <ul style="list-style-type: none">• your name• home address• email address• telephone number
Other	
Online activity information (to the extent that it constitutes personal data)	Technical information, through your internet browser or electronic device: Certain information is collected by most websites or automatically through your electronic device, such as your IP address (i.e. your computer's address on the internet), screen resolution, operating system type (Windows or Mac) and version, internet browser type and version, electronic device manufacturer and model, language, time of the visit and pages visited.

Technical information, using cookies and online tracking: Cookies are pieces of information stored directly on the device you are using to access our Website. Cookies allow us to recognise your device and to collect information such as IP address, internet browser type, time spent using the Website and the pages visited.

1.2 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 or online contact forms. The lawful basis for collecting and storing your information is due to the legitimate interest that Stokesley & District u3a has in communicating 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.

1.3 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 of our U3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our U3A activity
- For delivery of the Trust publication – Third Age Matters

We'll send you messages by email, post, other digital methods or telephone to advise you of u3a activities.

1.4 With whom do we share your personal information?

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 u3a activities;
- Externally – for products or services such as direct mailing for the Trust magazine – Third Age Matters. The magazine is distributed by a third party processor and your information is shared with the distribution company via a secure online portal. Should you not wish to receive the magazine please contact the membership secretary.
- If we have a statutory duty to disclose it for legal and/or regulatory reasons. In this instance 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 u3a's best interests to disclose information.

1.5 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 12 months after you cease to be a member. If you have donated to Gift Aid your forms must be kept for seven years. Other exceptions to this are instances where there may be financial, legal or insurance circumstances that require information to be held for longer

whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held and when it is deleted.

1.6 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 of any changes to their personal information. You can do this by contacting the membership secretary. You can also view and update your own information by going to the *Your Details* button on Stokesley & District u3a website (<https://u3asites.org.uk/stokesley/home>). On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the u3a holds on you, you can make this request by contacting the membership secretary. 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 other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within one month of the request being made.

1.7 How do we store your personal information?

Stokesley & District u3a has 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 securely on a management database system and password protected access by committee members and group leaders is controlled through a formal system of user privileges assigned to user roles. Additional security measures include use of cloud storage, antivirus software, and firewalls.

1.8 Availability and changes to this policy

This policy is available on Stokesley & District u3a website. This policy may change from time to time. Members will be informed via the newsletter and the monthly meetings when any material changes are made to Stokesley & District u3a's policies and procedures.

1.9 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 one of the committee members or email us at u3amembers@outlook.com.

Version Id	Date implemented	Revisions	Review date
1	24.03.2020	Initial release following change to Legitimate Interest	24.03.2021
2	27.04.2021	None necessary	27.04 2022
3	26.04.2022	Addition of online activity information Addition detail of how long we keep information	26.04.2023
4	18.12.2023	Change to review dates as per November Committee meeting.	26.04.2025