

## **PRIVACY STATEMENT**

### **1. PURPOSE**

Bridport & District u3a (hereafter the u3a) treats your privacy rights seriously. This statement sets out how we deal with your personal information, that is, information that could identify or is related to the identity of an individual.

### **2. WHAT PERSONAL INFORMATION DO WE COLLECT?**

When you join as a member of the u3a you will be asked to provide certain information. This includes:

- a) First and last names
- b) Postal address
- c) Email address (Optional)
- d) Telephone number
- e) Third Age Matters Magazine (Optional)

### **3. HOW DO WE COLLECT THIS INFORMATION?**

All the information we collect is obtained directly from you. This is usually at the point of your initial registration, and is collected via membership forms. The lawful basis for collecting this information is Legitimate Interest, to manage the relationship you have with the u3a. We need to store and process the personal data listed above to manage our membership system and to inform you about the groups, activities and events that you can access as a member.

The u3a is both Controller and Processor of your personal information.

Group Convenors may also collect contact information as above to assist in the organisation and running of the groups of which you are a member.

Group Convenors may also seek your consent to collect and store additional information. This might include the name and contact details of an emergency contact in case of a serious incident or accident.

### **4. HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use your personal information:

- a) to provide our u3a activities and services to you
- b) for administration, planning and management of our u3a
- c) to communicate with you about u3a and group activities
- d) to monitor, develop and improve the provision of our u3a activities.

We will send you messages by email, other digital methods, telephone and post to advise you of u3a activities.

### **5. WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?**

#### **5.1 Internally**

We may disclose information about you, including personal information internally, to appropriate committee members, officers and group convenors as required, to facilitate your participation in u3a activities. Group convenors may share your information with other group members where agreed and necessary for the efficient running of the group.

#### **5.2 Externally**

We will not disclose your personal information to any external organisation or third party without your agreement, or explicit consent, other than those listed below. Where we need to share your information for reasons other than those specified below, we will seek your

permission in writing before we proceed, and inform you with whom the information will be shared, and for what purpose.

#### 5.2.1 The Third Age Trust

In the event that you assume a role within our u3a, for example:

- a) Chair
- b) Business Secretary
- c) Treasurer
- d) Membership Secretary
- e) Direct Mail contact
- f) Website Administrator
- g) Newsletter Editor
- h) Accessibility contact
- i) Trust Volunteer,

we will share your name and email address with the Third Age Trust, the national organisation to which all u3as are affiliated.

#### 5.2.2 Third Age Trust Trading Limited

In the event that you have indicated a preference to receive the Third Age Matters magazine, and have given your explicit consent, your name and postal address only, will be shared with Third Age Trust Trading Limited, the company that oversees distribution of the magazine.

#### 5.2.3 Mailchimp, a member of the Rocket Sciences Group LLC

In the event that you have given your explicit consent, your name and email address only, will be shared with Mailchimp, the company that holds our mailing list and enables us to communicate with our membership by email.

#### 5.2.4 Terms and Conditions

Where suppliers of services such as above are involved, their terms and conditions have been scrutinised and it has been judged that their digital and physical systems and procedures are secure.

#### 5.2.5 Statutory Duty

We may be required by law to disclose your personal information for legal and regulatory reasons.

### 6. **HOW LONG WILL WE KEEP YOUR INFORMATION?**

We need to keep your information so we can provide u3a services to you. Information about you will not be stored for longer than 12 months after the expiry of your u3a membership unless required for specific reasons, for example, where there may be legal or insurance circumstances that require information to be held while this is investigated or resolved. If this extension is required, you will be informed when your information is deleted.

### 7. **HOW CAN YOUR INFORMATION BE UPDATED, CORRECTED OR DELETED?**

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. This can be done by emailing the Membership Secretary at [membership@bridportu3a.org.uk](mailto:membership@bridportu3a.org.uk).

On an annual basis as part of our membership renewal process, we will ask you to inform us of any changes to the your personal information that we hold for you.

Should you wish to view the information the u3a holds about you, you can request that at any time by emailing the Membership Secretary as above. We will usually respond within 30 days of the request being received.

You can request that we delete your data at any time by emailing as above. Please note that if you do this, you will no longer receive any communications from the u3a. We will usually respond within 30 days of receiving the request, unless there is an ongoing legal matter that requires us to retain your data, when you will be advised that we cannot immediately comply and giving reasons.

#### **8. HOW DO WE STORE YOUR DATA?**

We have in play a range of safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. These include measures which create a secure connection with your browser when you access our website or send us emails.

Your membership information is held on a secure database, spreadsheet or external mailing system and accessed by authorised users only as necessary.

#### **9. AVAILABILITY AND CHANGES TO THIS STATEMENT**

This Statement is available on our website [www.bridportu3a.org.uk](http://www.bridportu3a.org.uk) in the Downloads section, or by email from the Data Controller at [datacontroller@bridportu3a.org.uk](mailto:datacontroller@bridportu3a.org.uk). For members who do not have online access, a hardcopy of this Statement can be obtained by writing to:

Data Controller, c/o John Collins, u3a Business Secretary,  
27 Homebredy House, 70 East St, BRIDPORT, DT6 3NL

This statement may change from time to time. If changes are made, we will make members aware via email communication and at monthly meetings.

#### **10. CONTACT**

If you have any queries about this statement, need it in an alternative format, or have any complaints about our privacy practices, please contact the Data Controller at [datacontroller@bridportu3a.org.uk](mailto:datacontroller@bridportu3a.org.uk)

Privacy Statement revised and agreed by Bridport & District u3a Committee at the meeting on 1st March 2021 and duly minuted.

Review Date: March 2023