

# CHEADLE AND GATLEY U3A PRIVACY POLICY

Registered Charity Number:1172853

Cheadle and Gatley 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.

## **What personal information do we collect?**

When you express an interest in becoming a member of Cheadle and Gatley U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number

Cheadle and Gatley U3As lawful basis for collecting this information is contract.

## **How do we collect this personal information?**

All the information collected is obtained directly from you. This is at the point of your initial application. The information will be collected via membership forms and renewal forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. 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 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, and telephone to advise you of U3A activities.

## **Who do we share your personal information with?**

We may disclose information about you, including your personal information

- Internally - to committee members and group convenors – as required to facilitate your participation in our U3A activities;
- Externally – for 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 U3As best interests to disclose information.

### **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 your membership ceases. The 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 for and when it is deleted. Older editions of Newsletters and other documents which contain photographs are stored for longer in the Archive section of our website.

### **How your information can be updated or corrected?**

To ensure the information we hold is accurate and up to date, member's need to inform the U3A as to any changes to their personal information. You can do this by contacting the membership secretary on [Candgu3a@gmail.com](mailto:Candgu3a@gmail.com) or on 0161 428 8535. 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 – as detailed 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 other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within one month of the request being made.

### **How do we store your personal information?**

Cheadle and Gatley 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. Security measures include use of a management database system, Beacon. Your membership information is accessed by Committee Members and Group Convenors – as appropriate.

### **Availability and changes to this policy**

This policy is available as a link to the Homepage on our website. Printed copies are available on request from the Membership Secretary. 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 Cheadle and Gatley U3A's policies and procedures.

### **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 us at [Candgu3a@gmail.com](mailto:Candgu3a@gmail.com) or on 0161 428 8535

This policy was adopted on: 12/2/20