



Privacy Policy

U3A in Bath (hereafter 'the 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 join u3ainbath you will be asked to provide certain information. This includes:

- Name
- Home address
- Email address
- Telephone number
- Newsletter 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 and subsequent renewal forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

Information may also be collected by Group Convenors for communication within the Group and via booking forms for Outings and Theatre visits.

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 activities

We'll send you messages by email, other digital methods, telephone and post to advise you of U3A activities.

Cookies

Cookies used on our website are necessary for it to function, so no provision is made for users to turn them off. Users may block cookies using web browsers or external programs but this may prevent non-members from applying to join online and will definitely disrupt the functionality available to members when logged-in, so it is not recommended.

With whom do we share your personal information?

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. Convenors may share members' information with Group Members where agreed and necessary for the efficient running of the Group.

Externally: Where we use an external mailing system and with your consent for products or services such as direct mailing for the Trust magazine (*Third Age Matters*). 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.

When necessary the committee may authorise access to the information for computer or software support and maintenance.

Our statutory duty: If we are required by law to disclose it for other legal and regulatory reasons.

Where we need to share your information for reasons other than those specified above we will seek your permission and inform you as to with whom the information will be shared and for what purpose.

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 you will not be stored for longer than 12 months after the expiry of your U3A in Bath membership unless required for other specific reasons. Gift Aid information must be stored for seven years for tax purposes. Other instances are where there may be legal or insurance circumstances that require information to be held while this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members can log in to Simple Membership, check and update their own information. Alternatively, members need to inform the membership secretary of any changes to personal data at:

Email: memadmin@u3ainbath.uk

On an annual basis you will have the opportunity to update your information, if required, via the membership renewal process. Should you wish to view the information that the U3A holds on you, you can contact 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 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/Transport Layer Security (SSL/TLS) encryption, which creates a secure connection with your browser when you access our website or send us emails.

Your membership information is held on a database, spreadsheet, paper records or external mailing system and accessed by committee members and group convenors as necessary.

Availability and changes to this policy

This policy is available on our website www.u3ainbath.uk or may be obtained on request from the Secretary (contact details below). 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 the secretary:

Email: sec@u3ainbath.uk

Date policy reviewed: 23 April 2018

Date amended: 18th April 2023

Signed: Chair Anne Banks

Secretary Meg Gore Langton