

Moseley, Kings Heath & District U3A Privacy Policy

Moseley, Kings Heath & District U3A (hereafter the U3A) treat your privacy rights seriously. The 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 the U3A you will be asked to provide certain information as follows;

- Name
- Home address
- Email address
- Telephone number
- Emergency contact details

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 a membership form either manually or electronically. At the point that you provide your personal information for membership purposes, we will also request that you give consent for us to store and use your data. Your consent is required to ensure our compliance with data protection registration.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our U3A activities and services to you
- For administration and management of our U3A
- To communicate with you about group activities

We will send you messages by email, telephone and post to advise you of U3A activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose your personal information as follows:

- Internally to Executive Committee members and Interest Group Leaders to facilitate your participation in U3A activities
- Externally – to our database management system (hereafter referred to as Beacon) and to the national U3A for the purpose of direct mailing of the Trust magazines (Third Age Matters and Sources)
- To a mailing company if you do not have email access and wish to receive the monthly newsletter through the post
- If we have a statutory duty to disclose it for legal or regulatory reasons

Where we need to share your information outside of the above we will seek your permission and inform you as to whom the information will be shared with 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. In most instances the information will only be retained whilst you are a member of our U3A.

The exception to this is where there are legal, accounting or insurance regulations that require information to be held for a longer period.

HOW YOUR INFORMATION MAY BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members should inform the U3A of any changes to their personal information. This should be done by contacting the membership secretaries at membership@mkhdu3a.org.uk. In addition, members have the opportunity to update their information at the time of annual renewal.

If members wish to view the personal information that is held on them by the U3A then a request can be made to the membership secretaries as detailed above. We will usually respond within 14 days to any such request.

If members wish to withdraw their consent for the U3A to hold personal information then a request can be made to the membership secretaries as detailed above. We would usually act upon this request within 14 days.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your personal information is held on our Beacon system and accessed by Executive Committee members and Interest Group Leaders as appropriate.

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 use of passwords, restricted access to Beacon and encryption to create a secure connection with your browser when you log in to our website or Beacon.

MONITORING

The whole Executive Committee will review this implementation of this policy.

REVIEW

This policy will be reviewed after three years.

DATES

This policy was established in January 2019. It was placed on the website in February 2019.

Date of next review is January 2022.

January 2019