

ISLE OF SHEPPEY u3a – PRIVACY POLICY

Isle of Sheppey u3a (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.

PERSONAL INFORMATION WE COLLECT

When you express an interest in becoming a member of the u3a you will be asked to provide certain information. This includes: • Name • Home address • Email address • Mobile and/or Home Telephone number • Membership status

HOW WE COLLECT THIS PERSONAL INFORMATION

All the information collected is obtained directly from you. This is usually at the point of your initial registration and updated periodically at your request. The information will be collected via membership forms or online contact 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 to ensure our compliance with data protection legislation.

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

WHO 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 products or services such as direct mailing for the Trust magazine – u3a Matters. The magazine is distributed by a third-party processor and your information is shared with the distribution company via a secure online portal.

If we have a statutory duty to disclose your personal information for other legal and regulatory reasons. Where we need to share your information outside of the u3a we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We need to keep your information so that we can provide our services to you. We will keep your personal data for different periods depending on the nature of the information, the purpose for which it was collected, any legal obligation and/or business reason to retain. The retention period may be extended where we need to preserve and use personal data for the purposes of bringing or defending a legal claim. In such cases, we will continue to hold and process your personal data for as long as is necessary to deal with the legal proceedings.

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 at any time. **Email: isleofsheppeyu3a@gmail.com**

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 14 days of the request being made.

HOW 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 use of **Beacon** a secure management database. Your membership information is held securely and accessed by Committee Members and group convenors – as appropriate

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on our website or from our Secretary. 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 us.

Email: isleofsheppeyu3a@gmail.com

Policy review date: