

Fairford and District U3A - Privacy Policy

Fairford and District U3A 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.

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. This includes:

- First Name(s)
- Surname
- Full postal address
- Home telephone number
- Mobile number (optional)
- Email Address
- Emergency contact details
- Gift Aid data
- The way we communicate with a member over the U3A Newsletter

Where additional data may be required, such as health-related data, this will be obtained with the specific consent of the member who will be informed as to why this data is required and the purpose that it will be used for.

Where the U3A organises a trip that requires next of kin data to be provided, the U3A will require the member to gain consent from the identified next of kin. The consent will provide permission for the data to be held for the purpose of supporting and safeguarding the member in question. Were this data to be needed as a one off for a particular trip or event then the data will be deleted once that event or trip has taken place unless it was to be required – with agreement – for a longer purpose. The same would apply to carers who may attend either a one-off event or on an ongoing basis to support a U3A member with the agreement of the U3A.

The U3A also provides all members with a unique membership number which is known only to the member and the authorised committee member(s)

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 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 in order to ensure our compliance with data protection legislation.

Data is collected and processed when using the [U3A website](#), completing a paper based application or paper based renewal form. Members or potential members provide the data by completing one of the following an:

- On-line membership renewal form
- On-line membership application form,
- Paper based membership renewal form
- Paper based membership application form

Although both our on-line membership forms are hosted on secure (https:) websites the transmission of data via the Internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk.

Members have the option to renew their annual membership fees online via the Beacon system and new members have the option to pay their membership fees online via the Beacon system. Neither the U3A nor the overall Beacon system have ANY access to credit / debit card details used for making any payment to the U3A.

The online payment system is administered by PayPal. Payments are subject to [PayPal's Privacy Policy](#) and the terms of [PayPal Account Optional](#).

If an existing member renews their membership online or a new member joins on line the following data is collected via PayPal and automatically stored in Beacon.

- Amount paid (including fees the U3A pays to PayPal) and member name.

Data is also collected on an ongoing bases regarding what group(s) members attend and if they attend other activity the U3A organises. This is stored on Beacon and by the group leaders

The U3A collects and stores data relating to members as part of accounting procedure by the treasurer. This is held by the treasurer.

At times the U3A may take photos of individuals to use in newsletters, on the U3A web site etc.

HOW DO WE USE YOUR PERSONAL INFORMATION?

The U3A uses member's personal data in the following ways

- To provide our U3A activities and services to our members.
- For administration, planning and management of our U3A.
- To communicate with our members about activities and services.
- To monitor, develop and improve the provision of U3A activities.

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

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

Access to membership data is restricted to:

- Those committee members having a specific need for the purpose of managing the U3A. This may include the treasurer, chairman, membership secretary, Beacon data base administrator, data protection administrator etc.
- Those group leaders who are members of the U3A having a specific need to carry out their role in the U3A.

A list of all the members e.g. committee members, group leaders etc. who have access to members personal data is maintained by the Beacon administrator

The U3A will not disclose members' data to organisations outside the U3A without the member's prior consent. Listed below are the organisations the U3A supplies data to and the reasons for supplying the data.

- The data stored on Beacon to the Beacon development team for the purposes of correction or development of the Beacon management system
- Members name and address to the company that has been subcontracted to distribute copies of the TAT national magazine "Third Age Matters". Which members receive as part of their membership fee.
- Members name and address to HM Revenue & Customs (HMRC) as part of the Gift Aid scheme operated by HMRC. This scheme allows the U3A, as a registered charity, to re-claim income and/or capital gains tax on the subscriptions paid by those members who pay one or more of these taxes.
- Membership data if the U3A is asked for data for legal or insurance purposes.
- Where a member's data needs to be shared with a third party due to an accident or incident involving a statutory authority(ies). Where it is in the best interests of the member or the U3A in these instances where the U3A has a substantiated concern, then consent does not have to be sought from the member

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. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst 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 need to inform the U3A as to any changes to their personal information. You can do this by contacting the membership secretary at any time.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. 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 another individuals 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?

The U3A stores member's data on the centrally based Beacon system which supports U3A groups throughout the UK. The Beacon system, was specially developed by the Third Age Trust specifically to meet the needs of any UK based U3A group. The Beacon system is administered and controlled by the Third Age Trust on behalf of all the U3As that use it

Members' data is stored in an online membership system database. This system has SSL certification; this is a protocol used to secure and encrypt communications between computers. The organisation supporting this system maintains security safeguards including the encryption of personal data. All the above are committed to data protection and abide by

the principles of the GDPR. Anybody with access to the Beacon system has to sign a non-disclosure agreement.

No financial details of any kind such as member bank account numbers, credit card details etc. are stored in the Beacon system.

The U3A also stores paper copies of member's data e.g. print outs from Beacon data, paper files etc. held by those committee members and group leaders having a specific need for the purpose of managing the U3A.

If a photograph is taken which contains individuals who may be identified in the photo, then each person must be informed the photo is being taken and given the opportunity not to appear in it. If the photo is to be circulated on the website, newsletter, national magazine etc., then all persons in the photo have to be informed to give them the opportunity to decline.

The U3A does not at present store any data on the Cloud. However this situation is under review

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available from the Fairford and District U3A website. 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 this policy, please contact:

The Chairman Fairford and District U3A

Policy review date: 2 February 2019