

Dene Valley U3A Privacy Policy

Dene Valley 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 Dene Valley U3A you will be asked to provide certain information. This includes:

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

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 joining. The information will be collected via membership forms or online membership 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

We'll send you messages by email, post, other digital methods 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 leaders/conveners – as required to facilitate your participation in our U3A activities;
- to provide our e-mail newsletter service and other general email communications we use MailChimp emailing platform. Your email address is stored on a secure MailChimp server. MailChimp are not permitted to use your email for their own purposes nor to sell or distribute it on to any other individual, organization or business under any circumstances. MailChimp are committed to the The General Data Protection Regulation (GDPR).
- With your consent for the direct mailing for the Trust magazines – Third Age Trust and Sources

If we need to share your information outside of the U3A we will seek your consent and inform you as to whom the information will be shared with and for what purpose. Currently we have never had to

share your information with an outside source other than in respect of the Mailchimp emailing platform and Third Age Magazines.

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 7 months after the date your membership terminated. The exceptions to this are instances where there may be 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.

If you do not renew your membership, it is 7 months to end of March before we delete your record. If you tell us you have resigned then we delete normally straightway but certainly within the 7 months.

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, Wendy Ironmonger on Tel: 01789 293377 or email: \[marendy4@gmail.com\]\(mailto:marendy4@gmail.com\)](#)

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 do we store your personal information

Your membership information is held on a spreadsheet and accessed only by a limited number of Committee Members .

Availability and changes to this policy

This policy is available on the Dene Valley U3A website or from the

[Secretary, Tony Whiteley at \[tonywhiteley@outlook.com\]\(mailto:tonywhiteley@outlook.com\) or on 01789 471036.](#)

This policy may change from time to time. If we make any material changes we will make members aware of this via the monthly Newsletter and the monthly general meeting.

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 Tony Whiteley, Secretary Dene Valley U3A at tonywhiteley@outlook.com or on 01789 471036.

[Dene Valley U3A Committee](#)

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