

## **Torrige U3A Statement - Data Protection and the General Data Protection Regulations.**

Torrige U3A is making a planned approach to conforming to Data Protection and the General Data Protection Regulations.

Torrige U3A collects, keeps and uses personal data on a contract basis. Our privacy policy is a separate policy and is available on the Torrige U3A website and on request from the U3A secretary.

The data we collect and hold is:

- Name.
- Home address.
- Email address.
- Telephone number.
- Subscription preferences.
- Permission for collection of gift aid. **(Optional)**
- Photographs. (Photographs are only used for the newsletter and website. Any person has the option to opt out of photographs.)
- Emergency contacts. (Emergency contact details will be collected through the application form. It is optional whether a member chooses to supply emergency contact details.)

Personal data is only collected directly from the member through the membership application and group membership application.

The internal users of the data are committee members and group leaders. They only have access to the data that is of legitimate use to them to perform their responsibilities.

Data is not shared with any third parties with the exception of the U3A trust for direct mailing for Trust magazines and the external membership management system (Beacon) or if we have a statutory duty to disclose it for other legal and regulatory reasons.

Data is protected by a strong password and encryption system.

Data is not kept beyond the membership year for more than 6 months, with the exception of Gift Aid records, that are required to be kept for 6 years.

Group leaders may keep a paper record of their group members contact data but are not permitted to share it with other members or third parties. Paper records should be kept securely.

Torrige U3A undertakes to abide by the GDPR (General Data Protection Regulation) principles

Torrige U3A will use members' personal data for:  
Communicating with members about U3A events and activities.

Group Leaders communicating with their group members about specific group activities.

Adding members' details to the direct mailing information for the Third Age Trust magazines.

Communication with members' about their membership and/or renewal of their membership.

Communicating with members about specific issues that may have arisen during the course of their membership.

The U3A will ensure that members' information is managed in a way not to infringe an individual members' rights.

To ensure members personal data is accurate and up to date we ask members to inform the membership secretary of any changes in personal information. All members' information will be up dated on the basis of annual membership renewal forms.

Any member can request to see the data held on themselves. Such a request should be sent to the U3A secretary and we will expect to respond within 14 days unless we are not able to comply due to legal, investigative or security reasons.