



## Watford Central u3a - Privacy Policy

### 1. What personal information do we collect?

When you apply to become a member of the u3a you will be asked to provide certain information. Your:

- Name – forename, surname and title and (if you wish) the name by which you like to be known
- Home address
- Email address (optional but our preferred method of communication)
- Phone numbers (landline and/or mobile)
- Additional emergency number (if you are able to give this information)

### 2. Existing members:

- Your membership number
- u3a Matters & Sources (national magazines) requirement when applicable

#### 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. 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.

### 3. What is the data used for?

- Setting up, maintaining and verifying membership.
- Providing and administering activities, events and meetings for our members.
- Communicating u3a news and updates. If an e-mail address has been provided, it is assumed that it can be used for these purposes.
- E-mail addresses will NOT be used for other purposes.  
N.B. Being able to communicate with members by e-mail keeps us efficient and keeps our costs down.

### 4. How do we use your personal information?

We use your personal information:

- To provide details of u3a activities and events
- 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 will send you messages by email, other digital methods, telephone and post (when necessary) to advise you of u3a activities.

## **5. Do we share or disclose your personal information?**

We may disclose information about you, including your personal information:

- Internally - to Committee Members, Group Leaders and Officials – as required to facilitate your participation in our u3a activities.
- Externally – our website for the direct mailing for the Trust magazines (u3a Matters and Sources) this magazine is optional and paid for outside the membership fee. Where such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- Where we need to share your information outside the u3a, e.g. in an emergency whilst on a u3a-organised outing, we will, if possible, seek your permission and inform you with whom the information will be shared, and for what purpose.
- If you carry your medical information in a yellow envelope that may be passed to medical staff in an emergency but without being looked at. It is optional to carry the information when at u3a events.

## **7. How your Information can be updated, corrected or removed**

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. Contact details are available on the website.
- 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 individual or for legal, investigative or security reasons. Otherwise, we will usually respond within 14 working days of the request being made.

## **8. How do we store your personal information?**

Your personal information is stored in an Excel File on the Computer belonging to the Chair. All data is restricted to the few members of the committee who might need to access it for sending out messages or the newsletter and all files are password protected. Data is kept for five years and then deleted.