



## Privacy Policy

Matlock Area U3A (hereafter 'MAU3A') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', i.e. 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 MAU3A you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Gift Aid entitlement

### **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 a membership form. 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.

### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use your personal information:

- To provide our MAU3A 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 MAU3A activities.

We'll send you messages by email, other digital methods, telephone and post to advise you of MAU3A 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 coordinators – as required to facilitate your participation in our U3A activities.
- Externally – where we use an external membership management system and with your consent for products or services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*). 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.

- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of MAU3A we will seek your permission and inform you as to who the information will be shared with and for what purpose.

### **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 you remain a member of MAU3A. 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 MAU3A as to any changes to their personal information. You can do this by contacting the membership secretary at any time:

Email: [membership@matlockareau3a.org.uk](mailto:membership@matlockareau3a.org.uk)

Telephone: 01246 590103

Should you wish to view the information that MAU3A 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?**

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.

Your membership information is currently held on a spreadsheet and during 2018 will be transferred to Beacon which is a national U3A membership management system. It is accessed by a limited number of Management Committee members as necessary.

### **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on the MAU3A website. This policy may change from time to time. If we make any material changes we will make members aware of this via the "What's on" newsletter.

### **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: [secretary@matlockareau3a.org.uk](mailto:secretary@matlockareau3a.org.uk)

Telephone: 01629 734290

Policy review date: April 2019