

DATA PROTECTION AND PRIVACY POLICY

Dorking & District u3a (D&D u3a) treats members' privacy rights seriously. Here we set out how we will deal with 'personal information', that is, information that could identify, or is related to the identity of, an individual.

1. What personal information do we collect?

When you apply to become a member of D&D u3a members will be asked to provide certain information. This includes:

- Name
- Home / email address
- Age range (optional)
- Telephone number (landline / mobile)
- Emergency contact and telephone number
- Choice of single or joint membership
- Willingness to allow application for Gift Aid
- Whether they might be willing to help with the running of a group or with any other task

2. How do we collect personal information?

All the information collected is obtained directly from you, via membership forms or online contact forms on initial registration and subsequent renewal. When you provide your personal information for membership purposes, the contract thus entered means that you provide consent for us to store your data and use it to communicate with you according to current data protection legislation. It is always possible to request that the information you provide be deleted.

3. How do we use personal information?

We use personal information:

- For administration, planning and management of D&D u3a.
- To contact members by email, telephone and post to advise them of u3a activities.
- To communicate with members about group activities.
- To monitor, develop and improve the provision of our u3a activities.
- To apply for gift aid and maintain records of this as required.

4. Who do we share personal information with?

We do not share information with any other external organisation or company.

We may disclose personal information:

- Internally – to committee members and group leaders, only as required to facilitate member participation in our u3a activities.
- Externally – only where we have members' consent for direct mailing of the Third Age Trust magazine (*Third Age Matters*).
- If we have a statutory duty to disclose it for other legal and regulatory reasons, in which case members would be informed.

If a Group Leader wishes to share information with other members of the group they **must ask for permission** before doing so. It is in every member's interest that this information is kept secure on any personal computer.

5. How long do we keep personal information?

We need to keep members' information so that we can provide our services to them. In most instances membership information will not be stored for longer than 12 months after membership ceases (or the statutory period for Gift Aid). In exceptions to this, where there may be legal or insurance circumstances that require information to be held for longer whilst these are investigated or resolved, the member(s) concerned will be informed.

6. How can information be updated or corrected?

To ensure the information we hold is accurate and up to date, members should inform our membership secretary of any changes in their personal information. They can do this by emailing the membership secretary at membership@dorkingu3a.org.uk or by telephoning using the number available on our [Committee page](#) or in our Newsletter.

Should members wish to view the information that D&D u3a holds, they can contact the membership secretary as detailed above.

7. How do we store personal information?

We have in place a range of security safeguards to protect your personal information against loss or theft, unauthorised access, disclosure, copying, use, or modification. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and log in to our online services. Membership information is held on our password protected membership management system Beacon. Committee members and group leaders have limited access to this system.

8. Availability and changes to this policy

This policy can be accessed on the D&D u3a website. Any material changes will be announced in the Newsletter and at monthly members' meetings.

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 by email: dorkingu3achair@gmail.com or telephone using the number available on our [Committee page](#) or in our Newsletter.

Policy review date: November 2024