

## YAHR u3a Privacy Policy

YAHR u3a (hereafter 'the 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 participating in activities organised by the u3a you will be asked to provide certain information. This may include:

- Your u3a
- 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 application. The information will be collected via application or online contact forms. At the point that you provide your personal information for activity 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 YAHR activities and services to you.
- For administration, planning and management of u3a.
- To communicate with you about activities.
- To monitor, develop and improve the provision of our u3a activities.

We'll send you messages by email, other digital methods, telephone, and post to advise you of u3a activities.

### **WITH WHO WE SHARE YOUR PERSONAL INFORMATION WITH?**

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

- Internally - to Management Team – 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. Where such systems are used, the Management Team will scrutinise the Terms and Conditions of each supplier and judged that its 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 the u3a we will seek your explicit 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 information to you.

## **HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED**

To ensure the information we hold is accurate and up to date, members need to inform the YAHR u3a as to any changes to their personal information. You can do this by contacting the secretary at any time: Email: [secretary@yahru3a.org.uk](mailto:secretary@yahru3a.org.uk) Telephone: see website for contact details.

Should you wish to view the information that the u3a holds on you, you can make this request by contacting the 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?**

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. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services.

Your membership information is held on an external membership management system and accessed by Management Team as appropriate.

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

This policy is available on the website. A hard copy of this policy can be obtained by contacting the Management Team. This policy may change from time to time. If we make any material changes, we will make members aware of this via e-mail or Bulletin.

## **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 the chairman at: [chair@yahru3a.uk](mailto:chair@yahru3a.uk)

## **REVIEWING THIS POLICY**

This policy was reviewed by the Management meeting of YAHR u3a March 2022 and will be reviewed every two years.