



Bridlington u3a Policy – Privacy

Bridlington u3a treats your privacy rights seriously. This policy sets out how your personal information will be collected and used.

1. PERSONAL INFORMATION COLLECTION:

When you express an interest in becoming a member of Bridlington u3a you will be asked to provide certain personal information including your name, home address, email address, telephone number(s), subscription preferences and gift aid eligibility. This information is obtained directly from you, usually at the point of initial registration, from membership forms or online contact forms.

The lawful basis for collecting and storing your information is the contractual relationship that you, as a member, enter into with the u3a.

2. USE OF PERSONAL INFORMATION:

Personal information is used:

- To provide you with information about u3a activities and services
- For administration, planning and management of the u3a
- To monitor, develop and improve the provision of u3a activities and services.

Communication may be by post, telephone, email or other digital methods.

3. SHARING OF PERSONAL INFORMATION:

Personal information may be disclosed:

- Internally: To committee members and Group Leaders as required to facilitate participation in u3a activities
- Internally: Group Leaders may consent to have their information made available to members for ease of communication within the organisation
- Externally: Group Leaders may consent to have their information made available to non-members for direct access to information about their group
- Externally: With a member's consent for products or services such as direct mailing for the Third Age Trust magazine
- If we have a statutory duty for legal and regulatory reasons.

4. HOW LONG DO WE KEEP PERSONAL INFORMATION?

Personal membership information will be stored for no longer than six months or within one month of being notified after membership ends except in circumstances where there may be outstanding legal or insurance issues. Where this is the case members will be informed as to how long the information will be held and when it is deleted.

5. ACCURACY AND AVAILABILITY OF PERSONAL INFORMATION:

The u3a must be notified of any changes to personal information by contacting the Membership Secretary, or via the membership renewal process. Members may request to view the information the u3a holds on them by contacting the Membership Secretary.

6. STORAGE OF PERSONAL INFORMATION:

There are a range of security safeguards in place to protect stored personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Group Leaders may hold limited personal data of members of their group with their consent.