



PRIVACY POLICY

Date Adopted:	August 2020
Reviewed:	April 2025
Date of Next Review:	April 2028

Wendover 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.

1. What personal information do we collect?

When you express an interest in becoming a member of Wendover U3A you will be asked to provide certain information. This includes:

- Your name
- Home address
- Email address
- Telephone number and or mobile telephone number
- Your subscription preferences
- Gift Aid declaration

2. 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 or online contact forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. In order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data.

3. How do we use your personal information?

We use your personal information:

- To provide our U3A 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 our U3A activity

We'll send you messages by email, post, other digital methods and telephone to advise you of U3A activities.

4. With whom do we share your personal information?

We may disclose information about you, including your personal information

- Internally - to committee members and group conveners – as required to facilitate your participation in our U3A activities
- Externally – with your consent, for products or services such as direct mailing for the Trust magazines (Third Age Trust and Sources) and Gift Aid data to HMRC
- 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 consent and inform you as to whom the information will be shared with and for what purpose.

5. How long do we keep your personal information

We necessarily keep most personal information (as listed in Section 1) for the duration of your membership. Your data is immediately removed from our database on resignation.

6. How your information can be updated or corrected?

To ensure the information we hold is accurate and up to date, member's need to inform the U3A as to any changes to their personal information. You can do this by contacting the Database Officer on database@wendoveru3a.org.uk. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. 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 other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

7. 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 core membership information is held in a database on our server, only accessible by the Chairman, Treasurer and Database Manager. Lesser amounts of essential contact information may also be held by group/activity conveners, as appropriate.

8. Availability and changes to this policy

This policy is available on the Membership page of the Wendover U3A website <https://u3asites.org.uk/wendover> this policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter, and the monthly members' meetings.

9. Contact Information

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 at <https://u3asites.org.uk/wendover> or the Chairman on chairman@wendoveru3a.org.uk.

Version	Purpose / Change
August 2020	Initial version very similar to policies on websites of other local U3As whereas Privacy Policy Template ref U3A-KMS-POL-004 04/05/20 had 11 pages containing much about the legal basis for collecting information and a very detailed "Summary of Your Rights" table.

April 2023	<p>(Above u3a policy updated 18/11/2021 with no changes).</p> <p>Changes made to our document.</p> <p>Section 1: Added a bullet about collection of Gift Aid declaration. Section 4: Included sharing Gift Aid data with HMRC under 2nd bullet point.</p> <p>Section 5: Corrected statement that membership will not be stored for longer than 12 months. (We necessarily keep most personal data for as long as they are members).</p> <p>Section 7: Deleted 2nd and 3rd sentences as they related to routine device security rather than safeguarding personal information. Specified which committee members have access to personal information.</p>
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