

Tetbury and District U3A Privacy Policy

Tetbury and District U3A takes your privacy rights seriously. This privacy policy sets out how we will deal with your personal information, that is, information that could identify you or is related to your identity.

What personal information do we collect?

When you apply to be a member of Tetbury U3A, we ask you to provide certain personal information on the application form. This includes:

- Your name and preferred title
- Your home address
- An email address
- A telephone number
- Details of an emergency contact

How do we use your personal information?

We use your personal information

- To provide U3A activities and services to you
- For administration, planning and management of our U3A
- To tell you about U3A activities
- To improve and develop our U3A activities so that they reflect what Tetbury and District U3A members want

Who is your information shared with?

We may disclose information about you including the personal information you have provided to:

- Committee members and Group Leaders so that you are able to take part in our U3A activities
- With your consent to U3A National Office to enable you to receive Third Age Matters
- If we have a statutory duty to disclose it for other legal and regulatory reasons

All information is shared securely.

How long do we keep your personal information?

We will keep your information for no longer than two years after you have ceased to be a member or 7 years if you have used Gift Aid

How can your information be updated or corrected?

If your details change or are incorrect, you can update your details by contacting the Membership Secretary membership@tetburyu3a.org.uk . You will also have the opportunity to update your information annually, as part of the membership renewal process. If you would like to view the information that U3A hold about you, you can do so by contacting the Membership Secretary.

How do we store your personal information?

Your membership information is held on the U3A Beacon system database. This is a secure data base. It is encrypted and travels by secure links to and from the national server. Access by Committee members and Group Leaders is limited to the data required to enable them to communicate with the appropriate members.

Availability and changes to this policy

This policy is available on the Tetbury and District U3A website <https://tetburyu3a.org.uk>. This policy will be reviewed annually. Changes will be notified to members through our website and newsletter.