

Forfar and District u3a

learn, laugh, live

Privacy Policy

1. Introduction

Forfar 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, or is related to the identity of, an individual. This policy should be read in conjunction with the Forfar and District u3a Data Protection Policy

2. Policy

2.1 What personal information do we collect?

When you express an interest in becoming a member of Forfar and District u3a you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences

2.2 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 application/renewal forms. The lawful basis for collecting and storing your information is the legitimate interest that Forfar and District u3a has in communicating with you as a member. In order to inform you about groups, activities and events that you can access as a member, we need to store and process a certain amount of personal data.

2.3 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 activities

We will send you messages by email, post, text or telephone to advise you of u3a activities.

2.4 With whom might we share your personal information?

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

- internally – to committee members and group leaders, as required, to facilitate your participation in our u3a activities
- if we have a statutory duty to disclose it for legal and/or regulatory reasons. In this instance, we will seek to obtain your consent. Information will only be shared without consent where there were serious safety concerns and it is felt to be in your interest, or that of the u3a, to disclose information

2.5 How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances, information about your membership will not be stored for longer than 12 months after your membership has ceased by cancellation, resignation or lapsing. The exceptions to this are instances where there may be financial, legal or insurance implications that require information to be held whilst the issues are investigated or resolved. Where this is the case, you will be told how long the information will be held, and when it is deleted.

2.6 How can you correct or update your information?

To ensure the records we hold are accurate and up to date, members need to inform the u3a about any changes to their personal information. You can do this by contacting the Membership Secretary by telephone: 07840801876; or by email:

fergus1947@sky.com You will have the opportunity annually 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 may make this request by contacting the Membership Secretary, as detailed above.

There may be circumstances where we are unable 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 one month of the request being made.

2.7 How do we store your personal information?

Forfar and District u3a has a range of security safeguards in place to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Security measures include use of cloud storage and a management storage system. Your membership information is held in a secure database and accessed by authorised Committee Members and Group Leaders, as appropriate. In the exceptional circumstance that the Beacon Administrator is not a member of the Executive Committee, that person will be authorised to access the Beacon system for the sole purpose of ensuring it continues to operate effectively at branch level.

2.8 Availability and changes to this policy

This policy is available on the Forfar and District u3a website. The policy may change from time to time. Members will be informed when any material changes are made to Forfar and District u3a policies and procedures.

2.9 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 Secretary whose contact details are available on the website: <https://forfar.u3asite.uk/contact-us/>

This Policy will be reviewed on an ongoing basis by the Membership Secretary and annually by the Committee.

Policy adopted: 06/06/2019

Policy updated: 08/09/2022 by Membership Secretary

Policy updated: 17/12/2022 by Membership Secretary

Policy updated: 06/01/2024 by Membership Secretary (outgoing)

Policy reviewed: 10/06/2024 by Secretary

Policy reviewed: 04/09/2025 by Executive Committee

Next review date: September 2026