



Hamilton and District

Privacy Policy

Hamilton & District 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.

Information Collected

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

- ❖ Name
- ❖ Home address
- ❖ Email address
- ❖ Contact telephone number
- ❖ Emergency contact details

Manner of Collection

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. 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 keep you informed about groups, activities and events that you can access as a member we need to store and process a certain amount of information.

Use of Your Personal Information

We use your personal information :

- ❖ To advise you of our u3a activities and services
- ❖ 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 and/or telephone to advise you of u3a activities

Sharing of 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
- ❖ If we have a statutory duty to disclose it for other legal and regulatory purposes

Where we need to share your information outside of the u3a we will seek your consent and inform you as to who the information will be shared with and to what purpose

Length of Time Your Information Is Kept

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 no longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held and when it is eventually deleted.

Update or Correction of Information

To ensure the information we hold is accurate and up to date, members require to inform the u3a as to any changes to their personal information. You can do this by contacting the Membership Secretary.

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. 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 fourteen days of the request being made.

Storage of Your Personal Information

Your membership information is held both in written and computer format. On computer it is held on a spreadsheet and this computer is only accessed by the Membership Secretary.

A copy of your personal information is given to both the Chairperson and Secretary who ensure this information is kept confidential. Group conveners are

supplied with only the necessary details to allow them to run their groups and they are also aware that these details must remain confidential.

A copy of this policy is can be found in Hamilton & District u3a's Information Folder. This folder is available at all times during the monthly meetings. If any changes require to be made to this policy members will be made aware of this.

If you have any queries regarding this policy, require a copy in a different format or have any complaints about our privacy practices, please contact us through our Chairperson.

Date of Policy : September 2018

Policy Review Date : October 2020

Next review date : September 2023