

## **Abergavenny u3a Privacy Policy**

Abergavenny u3a (hereafter referred to as 'the u3a') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', i.e. information that could identify you, or is related to your identity.

### **1. Personal information that we collect**

When you express an interest in becoming a member of the u3a you will be asked to provide certain information, including:

Name  
Home address  
Email address  
Telephone number(s)  
Subscription preferences for Third Age Matters (TAM), the Third Age Trust house magazine  
Membership of another u3a  
Gift Aid entitlement

### **2. How we collect this personal information**

All the information collected is obtained directly from you. This is usually at the point of your initial registration, with information collected via membership forms or online contact forms. We may periodically ask you to update your information and we ask that you update us if any of your information changes.

### **3. How we use your personal information**

We use your personal information:

To provide information about our general u3a activities and services to you  
For the administration, planning and management of our u3a  
To communicate with you about group activities  
To monitor, develop and improve the provision of our u3a activities

We will send you messages by email, telephone or post to advise you of u3a activities and other matters which may be of interest.

### **4. When we might share your personal information**

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

Internally - to committee members, committee support team members, and group leaders to facilitate your participation in our u3a activities

Externally – with HMRC, but only for those who have consented to Gift Aid their subscription

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 for the following purposes, we will seek your permission and inform you as to who the information will be shared with and for what purpose:

Externally – for those members who have consented to receive TAM, with the direct mailing company responsible for mailing these magazines. The Terms and Conditions of this mailing company are judged to have secure digital and physical systems and procedures.

Externally - with hotels, holiday, and transport companies for walking, theatre, and other external activities.

#### **5. How long your personal information is retained**

Your information is retained securely while you are a member.

On leaving the u3a, information about your membership will not be stored for longer than 16 months. The exception to this may be for legal or insurance circumstances that require information to be held for a longer period. If this situation arises, then the member will be informed as to how long the information will be held.

#### **6. Updating or correcting your information**

Members can ask the membership secretary to see the current information held by their u3a or to advise of any changes to their personal information.

#### **7. Storing your personal information**

Information is stored on a password protected Excel spreadsheet. Copies are available to Committee members. All Committee members must ensure their devices are up to date and have suitable, current antivirus software. Committee members must not share u3a membership personal information with other individuals or organisations.

#### **8. Photographs**

Photographs may be taken of members participating in u3a activities, and published on our website or in the magazine or on Facebook. If you do not wish your photograph to be used for these purposes, please let the photographer know.

#### **9. Policy availability and changes**

The policy is available on our web site or from the contacts in Contact Details below. This policy may change from time to time. If we make any material changes we will make members aware of this via email, our website.