

Cheltenham University of the Third Age

Registered Charity No. 299146

Privacy Policy

As you would expect, your committee has always taken the security and use of your data seriously. It is held securely and is only used for U3A business. This policy gives more detail of how your data is held and used, and your rights over your data.

How your data is held

The information that you supply when you become a member, or when you renew your membership, is held on the Beacon database. This is the administrative system that is provided and run by the Third Age Trust. It is a secure database and all access to it is logged.

Access to your data

Access to your data is only allowed for U3A members who need it in order to carry out their U3A duties, such as Committee Members.

The Leader of any group that you join may also have access to some of your data (address, telephone number, email address and your emergency contact information), but only if they wish to use the Beacon database to administer the group and ***only if you give them permission*** by supplying them with your membership number.

How your data is used

Your data is used to provide and improve the services that Cheltenham U3A offers, including:

- Contacting you on U3A business and making you aware of U3A events and their costs.
- Reminding you when your annual subscription is due.
- Being used by the group leaders of any group that you join for group business.
- Supplying your name and address to the company that prints and distributes our Newsletter to enable them to send you the Newsletter*.
- Supplying your name and address to the organisation that sends out Third Age Matters and Sources*.
- Occasionally supplying some of your details to travel companies and other companies to facilitate tours and holidays organised by Cheltenham U3A*.

*These organisations will all be within the EU and therefore subject to the same Data Protection legislation. This requires that they can only use the data for the purpose that it is supplied for and that they cannot give it to anyone else or use it for their own marketing.

Your data is not used for marketing by third parties, and advertisements for third party companies or events will not appear in the Newsletter.

Removal of your data

If you tell us that you no longer wish to be a member, or if you don't renew your membership by the end of February of any year i.e. after a 2 month period following the end of your current membership, then your details are marked as lapsed. Lapsed details are then deleted from the database when they are no longer required for legal and regulatory reasons.

Your rights

You may make a "subject access request" i.e. you can request to view what data we hold about you at any time.

You can do this by requesting the information from the Membership Secretary. They will send you a print out of the data within a calendar month.

You can also withdraw your consent to the use of your data at any time by contacting the Membership Secretary, although this may reduce the service that we are able to provide.

Your Responsibilities

It is your responsibility to ensure that your details are kept up-to-date. You can do this by using the on-line facility (the "Update your Personal Details [CLICK HERE](#)" option on the Membership page of the Cheltenham U3A website) or by notifying the Membership Secretary.

If you take a photograph for publication in the Newsletter, Third Age Matters etc., or on a website, and it contains pictures of other people, you must obtain their recorded consent to that publication.

If your role enables you to see the personal details of other members, you must treat these as confidential and not share them with anyone else, including your partner, unless that is necessary to carry out U3A business. You should also use the BCC option when sending group emails.

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