

Cheltenham U3A Privacy Policy

1. Introduction

Cheltenham U3A (registered charity number 299146) treats your privacy seriously. This Privacy Policy sets out the basis on which Cheltenham U3A (**we** or **us**) collect and use personal data about you.

2. Type of personal information we collect

We collect the following information:

- a. about you (name, address, telephone number, email, emergency contact info)
- b. about your membership (membership number, membership type, status and history)
- c. about your preferences (can Gift Aid be claimed, have you opted out of the Newsletter or Third Age Matters)
- d. about which groups you have joined

3. How we get personal information

Most information is provided to the membership secretary when you join or renew your membership. Group leaders can also provide information on which groups you have joined.

4. How we store your personal information

The information that we hold about you is stored on the Beacon database. This is an online management system designed to support the operation and administration of individual U3As. It is a secure database and all access to it is logged. Third Age Trust Trading Limited (company number 11899419) provides the Beacon system as a service to individual U3As. Whilst the system supports multiple U3As, each U3A can only administer and view its own data.

5. Why we have personal information

Under data protection law, we can only use your personal data if we have a legal basis to do so. The legal bases are:

- a. we have your **consent**
Your consent is requested when you join. You can withdraw your consent to the use of your data at any time by contacting the Membership Secretary, although this will usually mean that you will effectively be resigning your membership.
- b. it is necessary to enter into or perform a **contract** we have with you
- c. it is necessary to comply with a **legal obligation**
- d. it is in our **legitimate interest** to process your personal data

6. How your data is used

Your personal data is used for the following purposes

- a. to manage membership information on the Beacon system
- b. to communicate with you about U3A products, services, activities and events
- c. to claim Gift Aid (if you have indicated that this is permitted)
- d. to deliver information through the post, including our Cheltenham Newsletter (unless you have opted out)
- e. to deliver Third Age Trust publications through the post, including Third Age Matters (unless you have opted out)

- f. to allow building, maintaining, managing, developing and improving the Beacon database and investigating system problems.

7. Who has access to your personal data

The following persons have access to your personal data:

- a. The Beacon Administrator, Webmaster and Committee members through their logged access, to enable them to perform their roles.
- b. The leader of any group that you join (provided they have chosen to use Beacon), through their logged access. This access is only to the subset of your personal data relevant to group membership.
- c. HMRC is sent information as part of the process to claim Gift Aid.
- d. The company that prints and distributes our Newsletters is sent a list of names and addresses, currently In2Print Cheltenham*.
- e. Third Age Trust Trading Limited is sent a list of names and addresses to allow the distribution of Third Age Matters*.
- f. Those authorised by Third Age Trust Trading Limited occasionally need access so that they can support the Beacon system*.

*All data access for persons who are not members of Cheltenham U3A is subject to confidentiality agreements.

8. How long we will keep your personal data

Your data will be marked as:

- a. resigned if you tell us that you no longer wish to be a member, or
- b. lapsed if you do not 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.

Details for inactive members are deleted from the database when they are no longer required for legal and regulatory reasons (currently 7 years).

9. Your data protection rights

Under the data protection law you have the following rights

- a. **Your right of access** – you have the right to ask us for copies of your personal information.
- b. **Your right of rectification** – you have the right to ask us to rectify or complete personal information you think is inaccurate.
- c. **Your right to erasure** – you have the right to ask us to erase your personal information in certain circumstances.
- d. **Your right to restriction of processing** – you have the right to ask us to restrict the processing of your personal information in certain circumstances.
- e. **Your right to object to processing** – you have the right to ask us to object to the processing of your personal information in certain circumstances
- f. **Your right to data portability** - you have the right to ask that we transfer the personal information you gave us to another organisation, or you, in certain circumstances.

You can exercise your rights by contacting the Membership Secretary, who will reply within a calendar month.