

# Woking Area U3A

## Privacy Policy

Woking Area U3A (hereafter 'WAU3A') 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.

WAU3A's legal basis for processing this data is our *legitimate interest* for administration of your membership.

### **WHAT PERSONAL INFORMATION DO WE COLLECT?**

When you express an interest in becoming a member of WAU3A you will be asked to provide certain information. This includes:

- Name
- Home address
- Email address
- Telephone number(s)
- Gift Aid status

### **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 membership application. The information will be collected via membership application forms that confirm the information will be used for administration purposes.

### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use your personal information:

- To provide information about WAU3A activities to you
- For administration, planning and management of WAU3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of WAU3A activities

We'll send you messages by post, email, other digital methods and telephone to advise you of WAU3A activities.

### **WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

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

- Internally - to committee members, group leaders, group convenors and other support volunteers – as required to facilitate your participation in WAU3A activities.
- Externally - for direct mailing of the Third Age Trust magazines (*Third Age Matters* and *Sources*) WAU3A Newsletter and Renewal invitation.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

### **HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?**

We need to keep your information so that we can administer your membership. In most instances information about your membership will not be stored for longer than 18 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member will be informed as to how long the information will be held for and when it is deleted.

If you have signed the Gift Aid declaration, your personal information will be retained to meet the requirements of HMRC.

### **HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED**

To ensure the information we hold is accurate and up to date, members need to inform the WAU3A as to any changes to their personal information. You can do this by contacting the membership secretary:

Email: [membership@wokingareau3a.co.uk](mailto:membership@wokingareau3a.co.uk)

Telephone: 01483 323285

Address: Woking Area U3A, PO Box 1542, Woking, GU24 0XY

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 WAU3A holds on you, you can make this request by contacting the membership secretary - as detailed above. 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 another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

#### **HOW DO WE STORE YOUR PERSONAL INFORMATION?**

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services.

Your membership information is held on a database/spreadsheet/external system and accessed by committee members/group leaders/group convenors and other support volunteers on a need to know basis.

#### **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available from the WAU3A web site [www.wokingareau3a.co.uk](http://www.wokingareau3a.co.uk). This policy may change from time to time. If any material changes are made we will make members aware of this via the WAU3A newsletter.

#### **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:

Email: [chairman@wokingareau3a.co.uk](mailto:chairman@wokingareau3a.co.uk)

Telephone: 01483 323285