

Privacy Policy

Chepstow u3a (hereafter 'the 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.

1. WHAT PERSONAL INFORMATION DO WE COLLECT?

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

- Name;
- Home address;
- Email address;
- Telephone numbers;
- Subscription preferences;
- Membership of another u3a;
- Emergency contact information;
- Gift Aid entitlement.

2. 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 registration. The information will be collected via membership forms or online contact forms.

3. HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our u3a activities and services to you;
- 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 activities.

We'll send you messages by email, other digital methods, telephone and post to advise you of u3a activities and other matters which may be of interest to u3a members.

4. WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

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

- Internally - to committee members, committee support team members, and group leaders – as required to facilitate your participation in our u3a activities;
- Externally – with the Beacon Management System for holding members personal data;
- Externally – with HMRC for those who have consented to Gift Aid your subscriptions;
- 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 the Trust magazines (u3a Matters), with a direct mailing company responsible for mailing these magazines. The Third Age Trust has scrutinised the Terms and Conditions of this company and judged to the best of their ability that the digital and physical systems and procedures are secure;
- Externally - with hotels, holiday, and transport companies for walking, theatre, and other trips.

5. HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

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 longer than 16 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/s will be informed as to how long the information will be held for and when it is deleted.

6. HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members can:

6.1 Inform the u3a as to any changes to their personal information by contacting the membership secretary at any reasonable time. See Contact Details below.

6.2 Via the Beacon option in our Web Site (see Contact Details below) where you can view, and amend if you wish, your own personal details.

Should you wish to view the information that the u3a holds on you, you can view it via the Beacon option on our web site (see Contact Details below), or you can make this request by contacting the membership secretary at any reasonable time (see Contact Details below). 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 individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

7. 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 an on-line membership management system (Beacon) accessed by committee members, committee support team members, and group leaders as appropriate.

8. PHOTOGRAPHS

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

9. AVAILABILITY AND CHANGES TO THIS POLICY

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 magazine, our Web Site, and the monthly members' meetings.

10. CONTACT DETAILS FOR CHEPSTOW u3a

Web Site:	https://chepstowu3a.org.uk/
To view Data Protection and Privacy Policies:	Go into our Web Site (see above) Click on 'Administration' and then 'Policies'
Data Protection and Privacy Policy Enquiries:	Email: Secretary@chepstowu3a.org.uk
Membership Enquiries:	Email: Membership@chepstowu3a.org.uk
All other Enquiries:	Email: Secretary@chepstowu3a.org.uk

11. THIRD PARTY ORGANISATIONS

Beacon Management System	On line system for holding members' personal data	https://www.u3a.org.uk/beacon
tba	Distribution of Third Age Trust Magazines	Arranged via Third Age Trust

HMRC	For members who have Gift Aided their subscriptions	https://www.gov.uk/government/organisations/hmrevenue-customs
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If you have any queries about this policy, need it in an alternative format or have any complaints about our privacy practices, please contact us at the Data Protection Enquiry email on the Contact Page of the Web Site.