

## Formby U3A Privacy Policy

Formby 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. This policy should be read in tandem with Formby U3A's Data Protection Policy.

### **What personal information do we collect?**

When you become a member of Formby U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences

### **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 your membership application form. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with Formby U3A. In order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data.

### **How do we use your personal information?**

We use your personal information:

- To provide Formby U3A activities and services to you
- For administration, planning and management of Formby U3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of Formby U3A activity

We'll send you messages by email, post, other digital methods and telephone to advise you of Formby U3A activities.

### **With whom do we share your personal information ?**

We may disclose information about you, including your personal information

- Internally - to Committee Members, Committee Attendees and Group Leaders - as required to facilitate your participation in Formby U3A activities;

- If we have a statutory duty to disclose it for legal and/or regulatory reasons. In this instance we will seek to obtain your consent. Information would be shared without consent where there were serious safety concerns and it was felt to be in your or the U3As best interests to disclose information.

### **How long do we keep your personal information ?**

We need to keep your information so that we can provide our services to you and fulfil our accounting obligations. We will keep information on the membership database whilst you are a member. We will keep information on the membership database on past members for no more than the previous two accounting periods after you leave. This will enable us check renewal information. Limited personal information relating to subscription payments will be kept for 6 years as required by Charity Commission guidance.

The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case members will be informed as to how long the information will be held for and when it is deleted.

### **How your information can be updated or corrected**

To ensure the information we hold is accurate and up to date, members need to inform Formby U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary

**Membership Secretary, Formby U3A, PO Box 216, Liverpool L37 1XQ**

**Any queries. Phone: 01704 874787, Email: [membership@formbyu3a.org.uk](mailto:membership@formbyu3a.org.uk)**

We will send a reminder with your membership card asking if you need to update any information. Should you wish to view the information that Formby U3A 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 28 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. Your membership information is held on an encrypted database managed by the Data Manager who provides encrypted copies or extracts to a restricted number of Committee Members and Attendees. The Treasurer also keeps limited information relating to subscription payments. Paperwork is kept in a secure locked cabinet.

## Photographs

Photographs are also personal information and we will use photographs taken at U3A events in the Newsletter and website only. Members taking photographs for inclusion in the Newsletter and website should tell you that they are taking them for that reason. If you wish at any time to have your photograph removed then you should contact the Membership Secretary.

## Cookies on the Formby U3A website

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website. **We do not collect any personal information via cookies** but the cookies we use help us collect anonymous information about how people use our website to benefit future visitors. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable and is stored for 12 months. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

## Availability and changes to this policy

This policy is available on the Formby U3A website or by request to the Secretary. This policy may change from time to time. If we make any material changes we will make members aware of this via the newsletter, the Formby U3A website and the monthly members' meetings.

## Further Information

The General Data Protection Regulation (GDPR) is a new, Europe-wide law that replaces the Data Protection Act 1998 in the UK.

More information can be found the Information Commissioner's website:

<https://ico.org.uk/for-organisations/charity/>

## 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 the Secretary, Keith Jacques:

Email: [secretary@formbyu3a.org.uk](mailto:secretary@formbyu3a.org.uk)

Telephone: 01704 870906

Address: **Secretary, Formby U3A, PO Box 216, Liverpool L37 1XQ**

Policy Review date: Annually at 1st Committee meeting following the AGM