



Ards Peninsula u3a Privacy Policy

Ards Peninsula 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.

What personal information do we collect?

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

- your name (title, names and surname)
- preferred name
- postal address
- email address
- telephone number
- mobile telephone number

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. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with Ards Peninsula 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 our u3a activities and services to you
- For administration, planning and management of Ards Peninsula u3a
- To allow communication between interest group convenors and their group members
- To provide information which is likely to be of interest to members of Ards Peninsula u3a
 - News relating to Ards Peninsula u3a
 - Notices about meetings and events
 - Information from the Third Age Trust and Northern Ireland Region of u3as.

We'll send you messages by email, post, other digital methods and telephone to advise you of u3a activities.

Who do we share your personal information with

We may disclose information about you, including your personal information

- Internally - to committee members and group convenors – as required to facilitate your participation in our u3a activities;



- Externally – with your consent for products or services such as direct mailing for the Trust magazine – Third Age Matters.
- 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.

Where we need to share your information outside of the u3a we will seek your consent and inform you as to whom the information will be shared and for what purpose.

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 12 months after your membership has lapsed. The exceptions to this are instances where there may be financial, legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s 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, member's need to inform Ards Peninsula u3a of any changes to their personal information. You can do this by contacting the membership secretary at membersardspenu3a@gmail.com.

Should you wish to view the information that the 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 other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within one month 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 of data held by us. Your membership information is held on an electronic database, accessed by designated members of Ards Peninsula u3a committee and Group Convenors – as appropriate.

Availability and changes to this policy

This policy can be made available to members by contacting the membership secretary at membersardspenu3a@gmail.com.

This policy may change from time to time. Members will be informed via the newsletter and the monthly meetings when any material changes are made to Ards Peninsula policies and procedures.

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 membership secretary as detailed above.

The Third Age Trust provided the draft for this policy