

Swanley and District u3a Privacy Policy

Swanley and District u3a treats your privacy rights seriously. This Privacy Policy sets out the basis on which we collect and use personal data about you.

In this Privacy Policy, where we use the words personal data, we use these words to describe information that is about you and which identifies you.



What personal data do we collect about you?

When you become a member of the Swanley and District u3a you will be asked to provide certain data. This includes:

- Your name
- Home address
- email address
- Telephone numbers

How we collect this personal Data

All the data collected is obtained directly from you. The data is collected via the Swanley and District u3a membership or renewal form.

At the point that you provide your personal data for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

How we use the personal data we collect about you?

- To provide our activities and services to you.
- For administration, planning and management by the committee of Swanley and District u3a.
- To communicate with you about your group activities including through the Group Leaders and Group Coordinator.
- To monitor, develop and improve the provision of our activities.
- We may use the data to communicate with members by phone, post email, or other digital methods, to advise you of Swanley and District u3a activities.
- Externally to the Third Age Trust to register membership and enable services such as direct mailing for the Trust magazine (Third Age Matters).
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

If we need to share personal data outside the u3a we will provide information as to who the data will be shared with and for what purpose and seek prior consent.

How long will we keep your personal data?

Swanley and District u3a keeps personal data for the duration of an individual's membership and may retain the data for up to 9 months after the end of the final subscription year to allow for the possibility of renewal. In exceptional circumstances, where there are legal or insurance circumstances that require data to be held for longer while issues are investigated or resolved, individuals will be informed about the expected length of the retention and the final deletion of their personal data from the Swanley and District u3a's systems. To ensure the data we hold is accurate and up to date, members need to inform the Membership Secretary of changes to their personal data. Members may view the data that the u3a holds on them by contacting the Membership Secretary, who will usually respond within 14 days of the request.

Who is responsible for the personal data that we collect?

Your membership information is held on a spreadsheet and accessed by Committee members, Group Leaders and our Group Coordinator – as appropriate.

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. Electronic data is held on the membership secretary pc with strong password protection, which may only be accessed by authorised Committee Members and an IT advisor over a secure connection. To ensure the information we hold is accurate and up to date, member's need to inform the Swanley and District u3a membership secretary to any changes to their personal information this will normally be done on an annual basis via the membership renewal process.

The Committee will review the policy annually and whenever there is new guidance from u3a National Office and notify members of any material changes in their monthly newsletter. The current version of the policy will be maintained on the Swanley and District u3a website.

Should you wish to view the information that the Swanley and District u3a holds on you, you can make this request by contacting the membership secretary. 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.

This policy was adopted December 2024

Policy review date: December 2025