

PRIVACY POLICY

Introduction

Hythe & Dibden u3a ('the u3a') treats your privacy rights seriously. This Privacy Policy sets out how we collect and use personal data about you. The policy also applies to information gathered through our website, when it applies both to members of the u3a and visitors to the website. This policy should be read in conjunction with the Data Protection policy

In this Privacy Policy, where we use the words 'personal data' this means information about you which identifies you.

Who is responsible for the personal data that we collect?

The u3a is the data controller for the purposes of data protection law.

What personal data do we hold about you, and how is this collected?

The u3a collects your information directly from you. Examples of the types of information you provide to us are:

- Contact information – this includes your name, address, email address, telephone and/or mobile number
- Any marketing preferences, such as your choice whether or not to receive the Third Age Matters magazine

This information is primarily gathered through the completion of our membership form.

In addition, some technical information gathered automatically through your internet browser or electronic device when visiting our website meets the definition of personal data. This includes your IP address, screen resolution, operating system type and version, internet browser type and version, electronic device manufacturer and model, language, time of the visit and pages visited.

Information about third parties

We also collect limited personal data relating to third parties, such as the name and contact number of your emergency contact, and we use this personal data in accordance with this Privacy Policy. In providing a third person's personal data to us, you confirm that

you have the consent of the third party to share that data and that you have made the information in this Privacy Policy available to the third party.

How do we use the personal data we collect about you?

We use your personal data for a variety of different purposes when providing services to you. Under data protection law, we can only use your personal data if we have a legal basis to do so. This may be as part of our contractual relationship with you, because we have a legitimate interest to process your personal data or because we have a legal obligation to do so.

We have a contractual right to gather information for the following purposes:

- To set up and manage your membership on the u3a database system (called Beacon)
- To communicate with you about your membership and renewal of that membership
- To communicate with you about u3a products, services, group activities and events provided by Hythe & Dibden u3a
- To communicate with you about products, services, activities and events provided by the Third Age Trust or by other u3a branches
- To deliver Third Age Trust publications, including Third Age Matters
- To enforce or apply the agreements concerning you
- To manage any issues, complaints, feedback or enquiries.

We have a legitimate interest to gather information:

- To share with the Third Age Trust and its trading company to manage, develop and make improvements to the Beacon database system
- To administer, plan and manage our u3a
- To monitor, develop and improve the provision of our u3a activities
- To gather details of an individual who can be contacted for you in an emergency

Who may we disclose your Personal data to?

We may share your personal data with:

- Members of the committee and group convenors as required to facilitate your participation in our u3a activities and groups
- The Third Age Trust to provide membership support, advice and guidance
- Third Age Trust Trading Limited to provide various services
- Our service providers and business partners for the performance of any contract we enter into with you
- Our professional advisers such as accountants and lawyers

- Government authorities and third parties to comply with legal and regulatory obligations.
- Police and law enforcement agencies in connection with the prevention and detection of crime
- Regulatory bodies to comply with any legal obligation or to enforce or apply the terms of any agreements we have with or concerning you, or to protect our rights, property or the safety of our members or other third parties
- Any third party acquiring the Third Age Trust - personal data held by us will be one of the transferred assets should this occur

Where will we transfer your personal data?

If we need to share your information outside of the u3a we will seek your permission and inform you as to who the information will be shared with and for what purpose. If this transfer is outside the UK or European Economic Area we will implement appropriate and suitable safeguards to ensure that such personal data will be protected as required by data protection law.

How long will we keep your personal data?

We will hold your personal data throughout your membership. When you leave the u3a, whether through resignation, a lapse of membership or death, your personal information will be normally be retained for a maximum of 18 months. This period may be extended where there are regulatory, legal or insurance circumstances that require the information to be held for longer.

How is your information kept up to date

If there are changes in your personal information, the information we hold can be updated at any time. Please contact the Membership Secretary with the revised information.

Membership is renewed annually. This may be by completion of a new membership form or by the u3a providing you with details of the information held for you to check and confirm or amend as appropriate. Any new or amended information will be updated on the Beacon database system.

Your rights

You have certain rights with respect to your personal data:

- You have the right to view or receive a copy of the personal data we hold about you and information about how we use it. There may be certain circumstances where we are not able to comply with this request. Otherwise, we will usually respond within one month of the request being made.
- You have the right to ask us to correct the personal data we hold where it is incorrect or incomplete

- You have the right to ask for your personal data to be deleted if we have used it unlawfully, if it needs to be erased to comply with a legal obligation or if there is no legal ground for us to retain the data
- You have the right to suspend our use of your personal data where you think it is inaccurate or its use is unlawful but you oppose its erasure, if we no longer need your personal data but it is required by you in relation to a legal claim or if you have objected to the use of your personal data and we are verifying whether our grounds for its use override your objection
- You have the right to obtain your personal data from us in a structured, commonly used and machine-readable format and for it to be transferred to another organisation where that is technically feasible
- You have the right to object to the use of your personal data for direct marketing purposes or if you have grounds to object to its use relating to your particular situation and where we are using it on the basis of our legitimate interest, not on a contractual basis
- You have the right to withdraw your consent at any time where we rely on consent to use your personal data
- You have the right to complain to the Information Commissioner's Office (ICO), where you think we have not used your personal data in accordance with data protection law. The ICO can be contacted via their website <https://ico.org.uk/>

Website links and cookies

Our Website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for how they handle your personal data.

We may set cookies on your device. The cookies we use are strictly necessary for the website to function. We do not use cookies that store any personal or identifying information.

Changes to our privacy policy

This Privacy Policy is available on our website, and a copy can be requested from any member of the committee. It may change from time to time. Any material change will be notified to members through the newsletter or at the monthly members' meeting.

Queries

If you have any questions regarding this Privacy Policy or the way we use your personal data, please contact a committee member.