

Data Protection

Ilfracombe Coast u3a

Statement on Data Protection and the General Data Protection Regulations (GDPR)

Ilfracombe Coast u3a collects, keeps and uses personal data on a contract basis

(* see explanation below).

The data we collect and hold for each member is:

- Name.
- Home address.
- Email address.
- Telephone number(s).
- Request for direct mailing of newsletters (as opposed to free email distribution).
- Subscription preferences (Third Age Magazine).
- Permission for collection of gift aid.
- Whether monthly lunch member
- Photographs. (Photographs are used only for the newsletter and website. Any person has the option to opt out of photographs.)
- Date of Birth (when offered by the member).

Personal data is collected only directly from the member through the membership application, membership renewal, and group membership application.

The users of the data are committee members and group convenors. They have access only to the data that is of legitimate use to them to perform their responsibilities.

Ilfracombe Coast u3a will use members' personal data for:

- Communicating with members about U3A events and activities.
- Group Convenors communicating with their group members about specific group activities.

Adding members' details to the direct mailing information for the Third Age Trust magazines.

- Communication with members' about their membership and/or renewal of their membership.
- Communicating with members about specific issues that may have arisen during the course of their membership.

Data is not shared with any third parties with the exception of the U3A trust for direct mailing for Trust magazines, or if we have a statutory duty to disclose it for other legal and regulatory reasons. Members' contact information is passed to another member only with the permission of the member.

Data is held on password protected computers.

Data of lapsed members is not kept beyond their last membership year for more than 12 months (the length of this period is determined by the need to allow for late renewals), with the exception of Gift Aid records, that are required to be kept for 6 years.

Group convenors may keep a record of their group members contact data but are not permitted to share it with other members or third parties. Records should be kept securely.

Ilfracombe Coast u3a undertakes to abide by the GDPR principles

The U3A will ensure that members' information is managed in a way not to infringe an individual members' rights.

To ensure members personal data is accurate and up to date we ask members to inform the membership secretary of any changes in personal information. All members' information will be up dated on the basis of annual membership renewal forms.

Any member:

- Can request to see the data held on themselves.
- Can request any of their personal data to be deleted (though this might affect the service the U3A can provide for the member).
- Such a requests should be sent to the U3A membership secretary and we will expect to respond within 14 days unless we are not able to comply due to legal, investigative or security reasons.

(*Contract basis: The member pays a subscription and supplies personal data which he/she allows to be held and used by the U3A. The U3A uses the data to fulfil its obligations to the member).

(Statement ends)

5th May 2023