

Policy No. 1 - West Wilts U3A Privacy Policy


This policy informs you about the type of data collected, the methods used for obtaining this data from members and the way in which this data is stored and managed by West Wilts U3A. In collecting this data we are acting as a data controller and are required by law to provide you with information about how and why we use your data and about the rights you have over your information.

This policy covers all websites in the westwiltsu3a.org.uk, the membership database, currently hosted by Beacon and certain paper files held for audit purposes..

- 1) Collection of data: Initially data is collected from the membership application form. This data for individuals is then updated periodically whenever information is supplied by individual members. Data held are Name, postal address, telephone number and e-mail address
- 2) Membership data is stored in a secure, password protected electronic database, hosted by a U3A approved system. Access to appropriate portions of this database is given to officials of the West Wilts U3A by means of a personal password.
- 3) Data is used as follows:
 - a) For administrative purposes by West Wilts U3A
 - b) Members are asked for permission on the application/renewal form to send name and postal address data to the printers of the Quarterly Magazine for distribution purposes.
 - c) Members are asked for permission on the application/renewal form to send name and postal address data to the Third Age Trust and the printers of "Third Age Matters" for distribution purposes.
 - d) Contact details for Trustees (committee members) are provided to both the Third age Trust and the Charities Commission to satisfy administration and legal requirements
- 4) Other records stored are original copies of Gift Aid Tax Forms to fulfil HMRC audit obligations. These are kept securely for six years by the West Wilts U3A treasurer and will only be divulged to the tax authorities.
- 5) Original copies of membership application/renewal forms with the necessary consents are kept securely by the membership secretary for one year and subsequently held by the treasurer to fulfil audit requirements.
- 6) Records of lapsed members are kept by the Membership Secretary for up to two years to facilitate lapsed members who wish to rejoin the U3A
- 7) Other than the bodies noted above, no data is shared with any third party organisation for any purposes.
- 8) On those occasions when we conduct a survey of members the data will be stored securely and will only be used for the stated purpose. No individuals will be identified and the results of the survey will be reported such that no individual can be identified. Original responses will be held securely by the chairman for six months

following the publication of results in case of queries, after this time they will be destroyed.

- 9) By law, members can request a report of the personal information held on them by writing to the Membership Secretary with a stamped and addressed envelope and can request that their data is corrected or removed from the data base at any time. If their data is removed, members will no longer receive the West Wilts U3A weekly information e-mail or the quarterly West Wilts U3A news letter. They will also cease to receive the Third Age Matters magazine from the Third Age Trust.
- 10) By law all members have the right to be forgotten once they no longer belong to the West Wilts U3A. Records will be removed from the database 24 months after membership has lapsed. However, paper records relating to Gift Aid will be retained for 6 years as prescribed by law.
- 11) We will review and update this policy regularly based on feedback from members, The Third Age Trust and the Charities commission. If we wish to make use of your data in a way that has not been previously specified we will contact you directly to request permission.
- 12) We will change the version number of this policy each time it is updated

Signed: 

Date: 24 July 2018

Chairman West Wilts U3A