

## **Bournemouth U3A PRIVACY POLICY**

Bournemouth U3A understands how important it is to keep your personal information safe and secure. We take steps to make sure your personal information is looked after in the best possible way.

### **[1] Who we are**

We are Bournemouth U3A. The address of our Office is c/o St James Institute, 33a Stourfield Road, Bournemouth BH5 2AR. You can contact us by telephone on 01202 420 700 (10:00 to 12:00 each weekday), or by e-mail to [info@bournemouthu3a.org.uk](mailto:info@bournemouthu3a.org.uk) Our Charity Commission number is 800397.

### **[2] What is the legal basis for our collection of your personal information?**

The lawful basis for Bournemouth U3A collecting and storing your personal information arises from the permission (that is, consent) that we ask you to give us to handle your personal information.

### **[3] What personal information do we collect?**

When you apply for membership of Bournemouth U3A, you will be asked to provide certain information. This includes:

- your name and home address
- e-mail address (optional)
- telephone number (optional)
- a 'gift aid' declaration (optional).

### **[4] How do we collect this personal information?**

All the personal information we collect is supplied directly by you. This is usually at the point of your initial application for annual membership, or when you renew your annual membership. After collection on paper membership forms or online contact forms, this personal information is administered by trained volunteers in the Office.

### **[5] How do we store your personal information?**

Bournemouth U3A has 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. Your personal information is held on the original paper membership form and on a digital database.

### **[6] How do we use your personal information?**

We need to handle your personal information in order to organise the membership activities for the membership year. We will communicate with you about the timetabled groups that you would like to attend. We will send you a quarterly Newsletter that will notify you of new groups, changes to groups, meetings, and other activities (visits, holidays, etc) for members. We may use e-mail, post, or telephone to advise you of our U3A activities.

### **[7] How can your personal information be updated?**

We need to hold personal information that is accurate and up to date. You need to inform Bournemouth U3A in writing about any changes to your personal information. You can do this by using our U3A Office address (above). The annual membership renewal process over the summer provides an additional opportunity to update your personal information.

#### **[8] With whom do we share your personal information?**

We may disclose information about you, including personal information, to:

- relevant group leaders (to form the timetabled groups that you would like to join),
- distributors for printed materials, that is, the mailing of our quarterly Newsletter, our annual brochure of groups, and (where appropriate) pre-paid national U3A magazines,
- others (where we have a statutory duty to disclose it for legal and regulatory reasons).

#### **[9] What rights do you have?**

You have the right to know what personal information Bournemouth U3A holds about you by contacting our U3A Office. We will usually respond within 14 days of the request being made.

You have the right to ask us to correct your personal information if it is incorrect.

You have the right at any time to withdraw your permission to our having your personal information. However, there may be certain circumstances where we are not able to comply with this request – for example, HMRC regulations about ‘gift aid’, or where the information may contain references to other individuals, or where there are unresolved legal or insurance matters.

#### **[10] For how long do we keep your personal information?**

In most instances, your personal information will not be on our active register for longer than twelve months beyond the current membership year. The exceptions to this are instances where there may be unresolved legal or insurance matters. In addition, we are legally required by the regulations of the ‘gift aid’ scheme to archive personal information for six years after the relevant membership year (in case of inspection by HMRC).

#### **[11] Access to this Privacy Policy**

You can read this Privacy Policy (by appointment) in our U3A Office.

#### **[12] Updates to this Privacy Policy**

We will regularly review this Privacy Policy, and will make our U3A members aware of any changes via the quarterly Newsletter.

*[This current Privacy Policy was adopted by the Bournemouth U3A Committee at its meeting on 22 October 2018.]*