

Poynton U3A Privacy Policy

This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

To become a member of Poynton U3A you will be asked to provide certain information:

- your name (first and family)
- home address and post code
- email address (if you have one)
- telephone number(s)

All the information collected is obtained directly from you and usually at the point of your initial registration. The information will be collected via membership forms or online contact forms and, together with your subscription, creates your contractual relationship with Poynton U3A. It is a requirement of our Constitution (5.v) that members should inform us of any changes in personal details. You can

- inform us of any changes in your personal data or
- ask for a copy of the data (response available within 30 days)

by contacting the Membership Secretary (see below).

We use your personal information:

- To provide our U3A activities and services to you
- For administration, planning and management of our U3A
- To communicate with you about your group activities

To reduce costs we will normally communicate with you via email where possible.

We may disclose information about you, including your personal information

- Internally - to Committee Members and Group Organisers – as required to facilitate your participation in our U3A activities
- Externally – but only with your express prior consent. Presently this relates only to the direct mailing for the U3A Trust magazines – *Third Age Trust* and *Sources*
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

In most instances information about your membership will not be stored for longer than 12 months after membership has lapsed. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved.

We hold your information on *Beacon*. This is a secure system developed by the U3A Trust specifically for day-to-day management of an individual U3A's membership and financial records and now used by a large number of U3As across the country. Your membership information can only be accessed by Committee Members and Group Organisers of those groups you may join – as appropriate.

If you have any queries about this policy, have any complaints or wish to amend or have deleted your personal record, please contact our Membership Secretary membership@poyntonu3a.org.uk - or at 98, Vernon Road, Poynton, SK12 1YR.