

Camberley and District U3A Privacy Notice

Introduction

Camberley and District U3A (CU3A) is a registered charity and we seek to comply with all the legal and regulatory requirements relating to the use of personal data. This note explains why we collect personal data and what we do with it.

What personal data do we collect?

We collect personal data from membership forms and other information given by individual Members including:

- address, email, telephone number(s), and other contact details;
- date of joining CU3A;
- subscription, attendance registers and fees, and expenses payment details; and
- roles and responsibilities within CU3A (including for example) Group Leaders and Deputy Group Leaders).

What is the lawful basis for processing personal data?

We process personal data on the basis that Members have given clear consent for it to be used for the purpose of management of CU3A activities.

How do we store personal data?

Member's personal data is stored in proprietary applications that are registered under the relevant Data Protection legislation and use encryption for both storage and transmission.

It is our policy that hard copies of data received and created by CU3A are stored and disposed of securely.

What do we do with personal data?

The data we collect is used only in connection with the running of CU3A including; providing developing and monitoring activities, contact by email post or telephone, populating and maintaining the website and membership records, and financial accounting and audit.

Members of Groups may share email and other contact details with the Group Leader or each other, to facilitate communication within the Group/ CU3A.

We may also provide contact details of Group Leaders and other volunteers on that part of our website which is password protected.
Member's information on the website is password protected.

We will comply with any requirements of government and regulatory bodies, including disclosure to HMRC in connection with our application for Gift Aid.

How we Share Information?

CU3A provides only those Member contact details which are necessary for third parties to distribute postal and email newsletters. Where we do so we will always impose by contract appropriate confidentiality obligations.
Names and addresses only are provided by a secure link to the Third Age Trust (to which we are affiliated) so that Members may receive their free "Third Age Matters" magazines and other information about the U3A.

Otherwise, CU3A does not provide any personal data to any third party for their marketing purposes.

How long do we keep personal data?

We will keep data for one year after membership ceases and then for such period as required by law (for example, by the Charity Commission or HMRC).

Rights of Members

Access to information

If you would like access to your personal data, please send a request to cu3a.dpo@gmail.com. Except in the case of complex or numerous requests we will respond without delay and in any event within one month. We will not make any charge for our response. A request may be refused as permitted by law, including where it is manifestly unfounded or excessive.

Correcting information

If the information we have is incorrect or incomplete, please contact cu3a.dpo@gmail.com, and we will correct it

Right of erasure

Subject to the legal rights of CU3A you can ask us to delete data if:

- the information is no longer necessary for our purposes;
- you wish to withdraw any consents you have given;
- you do not want the data to be processed and we have no legitimate interest in continuing the processing; or
- it was unlawfully obtained to comply with a legal obligation.

If you want to request deletion of any of your information, please contact cu3a.dpo@gmail.com , and we will let you have response without delay.

Right to object

Subject to the rights of CU3A you may object to how your personal data is being processed. If you want to make an objection, please contact cu3a.dpo@gmail.com, and we will let you have response without delay.

Further Information/ Changes

If you would like any further information on how your information is used, how we maintain the security of your information, or your rights to access information we hold on you, please contact our Data Protection Officer on cu3a.dpo@gmail.com and we will be happy to help.

This policy may be amended from time to time. If we make any material changes we will make Members aware of this in advance.

Further information is also available from the Information Commissioner's Office www.ico.org.uk, and you can also contact them if you are unhappy with the way in which we have responded to any request or complaint.