



# Privacy Policy

Rev 01-7

## Islington U3A

Islington U3A (“iU3A”) treats your privacy rights seriously. 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.

### What personal information do we collect?

When you express an interest in becoming a member of iU3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences (ie if you want the Third Age Trust magazine)

In addition, for certain groups and activities involving physical activity it may be necessary to request information relating to your physical health or condition.

Some members have provided us with gift aid declarations and we may also sometimes collect photographic images of you (either of you alone or as part of a group).

### How do we collect this personal information?

With the exception of some photographs, all the information collected is obtained directly from you.

The initial collection will be at the point of your initial registration. The information will be collected via the membership system (the on-line Beacon system or a hardcopy application form). Other mechanisms may be used for particular events. For example Google Forms may be used for signing up for particular iU3A events. The lawful basis for collecting and storing your information is usually due to the contractual relationship that you, as a member, have with iU3A. In order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data. However, where we store and process gift aid declarations the lawful basis for this will usually be that we have a legitimate interest in doing so.

Where information relating to your physical health or condition is needed, this will normally be collected by the relevant group coordinator or organiser of the relevant activity and the lawful basis for collecting and storing this information will be your consent.

Photographs of members are put up at iU3A monthly meetings and included on the iU3A website in order to help promote the activities of iU3A or to identify particular members (for example members of the executive committee). Photographs of single individuals will only be used with their consent. Where group photographs are being taken members will be asked to step out of shot if they do not wish to be in the photograph.

### How do we use your personal information?

We use your personal information:



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- To provide iU3A's activities and services to you
- For administration, planning and management of iU3A
- To communicate with you about your group and other iU3A activities
- To monitor, develop and improve the provision of iU3A's activities
- To send you information about the Third Age Trust's events and activities.

We'll send you messages by email or post.

## Who do we share your personal information with?

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

- Internally - to executive committee members, group coordinators and other organisers of iU3A activities – as required to facilitate your participation in iU3A's activities;
- Externally :
  - for services of third parties in managing or administering iU3A or any of its activities (for example the Beacon database membership system, the direct mailing for the Third Age Trust magazines and the use of PayPal for the making of payments to iU3A); where iU3A contracts for such services with a third party data processor the executive committee will scrutinise the Terms and Conditions of each supplier and ensure that they are GDPR compliant (all PayPal transactions are also subject to the PayPal Privacy Policy); or
  - if you have provided us with a gift aid declaration, to HMRC for the purposes of gift aid; or
  - otherwise with your consent.
- If we have a legal duty to disclose it for other reasons.

## How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months after the termination of your membership, except that we are required to keep our accounting records for at least six years and our records relating to any gift aid claim for at least six years following the submission of the claim. Other exceptions are instances where there may be legal or insurance circumstances that require information to be held for longer - where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

## How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform iU3A as to any changes to their personal information. You can do this by contacting the membership secretary (email: [iu3amembers@outlook.com](mailto:iu3amembers@outlook.com), telephone: 07784 336 219). Or at any time you have the opportunity to update your information yourself by directly logging into the Beacon membership system where your personal data is stored. Should you wish to view the information that iU3A holds on you, you can make this request by contacting the membership secretary – as detailed above.



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There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 28 days of the request being made.

### [How you can withdraw your consent to our storing and using your information](#)

If you have given us your consent to our storing or using any of your personal information for any purpose you can withdraw that consent at any time. You can do this by contacting the membership secretary (email: [iu3amembers@outlook.com](mailto:iu3amembers@outlook.com), telephone: 07784 336 219). Where any withdrawal of consent is received it will be acted upon promptly.

### [How do we store your personal information?](#)

Your membership information is held on the Beacon database and accessed by executive committee members, group coordinators and other organisers of iu3A activities. Both the Beacon membership database and our website have 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. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services.

Some selected information is held on Google Forms or by executive committee members, group coordinators and other organisers of iU3A activities. This data will be processed in the same manner as provided in this Policy.

### [Availability and changes to this policy](#)

This policy is available on the iU3A website on the 'About' page. This policy may change from time to time. If we make any material changes we will make members aware of this via our *Bulletin*.

### [Contact](#)

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact the membership secretary (email: [iu3amembers@outlook.com](mailto:iu3amembers@outlook.com), telephone: 07784 336 219).