

Sheffield U3A (SU3A) Privacy Policy

SU3A 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 SU3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preference
- your year of birth (optional)
- Your previous occupation (optional)

We periodically collect and keep a record of any Groups to which you belong.

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration and subsequent membership renewal. The information will be collected via membership forms or online contact forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the SU3A. In order to inform you about the Groups, activities and events that you can access as a member and to create new Group Activities we need to store and process a certain amount of personal data.

How do we use your personal information?

We use your personal information:

- To provide our SU3A activities and services to you
- To allow members to communicate with the Executive Committee, General and Group Coordinators and those appointed by the Executive Committee to help with the running of SU3A
- For administration, planning and management of our SU3A
- To communicate with you about your Group activities
- To monitor, develop and improve the provision of our SU3A activity
- We use your year of birth, if supplied, to ascertain when you are applicable for Honorary Membership
- We may use your previous occupation to find members with the expertise to provide specific help

Group participation information is collected to satisfy our public liability insurer that we take reasonable steps to ensure that all members of a Group are members of SU3A. It may also be used to contact members of a Group with specific Group related information.

We'll send you messages by email, post and telephone to advise you of SU3A activities and events

Who do we share your personal information with

We may disclose information about you, including your personal information

- Internally – to Executive Committee members, General and Group Coordinators and those appointed by the Executive Committee to help with administration of SU3A as required to facilitate your participation in our SU3A activities
- Externally – with your consent for products or services such as direct mailing for the Trust magazines – Third Age Trust and Sources and SU3A *Links*
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the SU3A we will seek your consent if not already obtained and inform you as to who the information will be shared with and for what purpose.

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. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, member's need to inform the SU3A as to any changes to their personal information. You can view and update your personal information online at anytime via Wild Apricot. You can also contact the Membership Teams, contact details as published in *Links*. Should you wish to view all the information that the SU3A holds on you, you can make this request by contacting the Membership Teams – as detailed above or view the information online via Wild Apricot. 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 21 days of the request being made.

How do we store your personal information

We 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. Your membership information is held on a database and accessed by Committee Members and Group Coordinators – as appropriate.

Availability and changes to this policy

This policy is available on our website. This policy may change from time to time. If we make any material changes we will make members aware of this via *Links* and the website

Contact

If you have any queries about this policy or have any complaints about our privacy practices please contact the Secretary using the contact details as published in *Links* and on the website