

HILLINGDON u3a Privacy Policy

(Registered Charity No. 1086758)

Hillingdon u3a treats your privacy rights seriously. This Privacy Policy sets out how we will deal with your 'personal information'.

What personal information do we collect?

When you apply to become a member of Hillingdon u3a you will be asked to provide the following information:

- Name.
- Home address.
- Email address.
- Telephone number.
- Gift Aid declaration (if applicable)
- Partner Name (if applicable)
- Emergency Contact details (if supplied)

How do we collect this personal information?

All the information collected is obtained directly from you. The information will be collected via the membership application, the renewal process or updates you input into our Simple system. As part of this process, we will request that you provide consent for us to store and use your data. Your consent ensures we are compliant with data protection legislation.

How do we use your personal information?

We use your personal information:

- To provide our u3a activities and services to you.
- For administration, planning and management of our u3a by the committee.
- To communicate with you about your group activities including through the Group Convenor.
- To monitor, develop and improve the provision of our u3a activities.

We may send you messages by email, other digital methods, telephone and post to advise you of u3a activities.

Who do we share your personal information with?

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

- Internally - to Committee members and Group Leader(s) to facilitate your participation in our u3a activities.
- Externally –
 - a. to the Third Age Trust or Third Age Trust Trading Limited for any products or services
 - b. to any third-party supplier approved by the committee for the distribution of printed material. The Privacy Policy of the supplier will be checked by the Committee.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

- Where appropriate and if you have signed a Gift Aid declaration, your name, first line of your address and postcode will be passed to HMRC on an annual basis to enable tax to be reclaimed on your membership fee.

Some of your personal details may also be passed to the appropriate Group Leader(s) you become a member of. Group Leaders are advised that they need to maintain the security of their members' personal details.

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 your membership has expired. The exceptions to this are instances where there may be financial, legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted. In the case of Gift Aid, your information will be held for a period of 7 years. When your information is deleted, it will be disposed of in a secure manner.

How your information can be updated or corrected OR DELETED

To update your information, you can log onto your Profile in our Simple membership system. Or you can contact the Membership Secretary at any time to request a change or discuss the deletion of information. We do need Members to keep u3a informed of any changes to their personal information.

Website: via <https://hillington.u3asite.uk/contact/> or **Telephone:** 07532 268002

On an annual basis you will have the opportunity to check and update your information during the membership renewal process. Should you wish to view the information that the u3a holds on you, you can make this request by contacting the membership secretary – as detailed above. 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 another individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

How do we store your personal information?

Hillingdon u3a has a range of security safeguards in place to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Your membership information is held securely which is only accessed by those committee members who have a need to know.

Availability and changes to this policy

This policy is available on our website :- <https://hillington.u3asite.uk/documents/>

This policy may change from time to time. If we make any material changes, we will make members aware of this via the Newsletter and or the monthly Members' Meetings.

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 Hillington u3a via the website as detailed above.

Adopted: 01/03/2025

Review date: 01/03/2027