

LYMINGTON U3A PRIVACY STATEMENT

Your personal data will be held on a secure database and will be used solely for the purposes of administration and communication of U3A matters. Data will be accessed by a limited number of committee members.

All the information collected is obtained directly from you. This is usually at the point of your initial registration or annual renewal. The information will be collected via membership forms. *The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with Lymington U3A.* 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. They will never be supplied to an outside agency or party other than for you to receive Third Age Matters directly mailed, for which separate, specific consent will be obtained.

Lymington U3A undertakes:

- To store your data securely for membership purposes.
- To communicate with you as a U3A member.
- To share it with group leaders for those groups that you are a member of.
- To send you general information about the Third Age Trust (the national organisation to which U3As are affiliated).

We'll send you messages by email, post, other digital methods and telephone to advise you of U3A activities.

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 whilst the issues are investigated or resolved. 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. Obsolete data will be securely disposed of.

To ensure the information we hold is accurate and up to date, members need to inform the U3A as to any changes to their personal information. You can do this by contacting the membership secretary on 01425 616479 or membership.lymu3a@gmail.com. On an annual basis you will have the opportunity to update your information, as required, via 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.

14 May 2018