

RICKMANSWORTH & DISTRICT u3a Privacy Policy

Rickmansworth & District u3a (hereafter 'the RU3A') 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 the RU3A you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.

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. The information will be collected via membership forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our RU3A activities and services to you.
- For administration, planning and management of our RU3A.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our RU3A activities.

We'll send you messages by email, other digital methods, telephone and post to advise you of RU3A 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 convenors – as required to facilitate your participation in our RU3A activities.
- Externally –with your consent for products or services such as direct mailing for the Trust magazines (Third Age Matters and Sources).
- 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 RU3A we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform RU3A as to any changes to their personal information. You can do this by contacting the Tuesday or Thursday membership secretaries at any time via the RU3A website on the Contact page / Membership Enquiries.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the membership secretaries – as detailed above.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on a spreadsheet membership management system and accessed by committee members and group convenors – as appropriate.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the RU3A website and on the notice boards at the monthly meetings. This policy may change from time to time. If we make any material changes, we will make members aware of this via the 'Bulletin' and 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 our Secretary.