

Harrow U3A 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.

## The Information that We Collect

When you apply to join or renew your membership of Harrow U3A you are asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number(s)
- your subscription information
- year of birth (optional)

## How We Collect Your 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 or online contact forms. The lawful basis for collecting and storing your information is that the U3A has a Legitimate Interest in processing members’ data. A Legitimate Interest Assessment (LIA) for the U3A is attached as Appendix 1 to our Data Protection Policy. In order to manage your membership and 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.

For Tours and Visits purposes other information may be required which will only be used and stored for that specific purpose.

## How We Use Your Information

We use your personal information:

- To provide our U3A activities and services to you
- For administration, planning and management of our U3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our U3A activities
- Group Leaders may use contact details to distribute information relevant to the group

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

## How We Share Your Information

We may disclose information about you, including your personal information

- Internally - to Committee Members and Group Leaders – as required to facilitate your participation in our U3A activities;
- Externally – with your consent for products or services such as direct mailing for the Third Age Trust magazines – Third Age Matters.
- If we have a statutory duty to disclose it for other legal and regulatory reasons, such as Gift Aid.

Where we need to share your information outside the U3A we will seek your consent and inform you as to who the information will be shared with and for what purpose.

## Photographs

Photographs also count as personal data. If someone is taking a photograph of members at a group activity or outing, they should ask anyone who does not want to appear in it, to step away. If the photographer may make some of these photographs public, they must also tell the group of their intended use. This could include, for example:

- For inclusion in the HU3A Newsletter (which also appears on our website)
- As part of an article for Third Age Matters
- For display at a Harrow U3A meeting

## How Long We Keep Your Information

We retain your information for as long as needed to meet legal, including tax, requirements.

## Your Rights

You have the right to ask us, in writing, for a copy of the personal information that we hold about you. This is known as “subject access request”. You should write or send an email to the Membership Secretary at the address given in our newsletter.

In addition you can view your information using the Members Portal to our Beacon online membership system via the Beacon section of our U3A website.

You can ask us to delete all the information we hold about you by contacting the Membership Secretary as above. We will delete all of your information that does not have to be retained for legal or regulatory purposes and your membership of Harrow U3A will cease because we will no longer be able to administer your membership.

## How You Can Update Your Information

You can update your personal information by...

- Informing the Membership Secretary using the contact details given above
- Using the Members Portal to our Beacon online membership system via the Beacon section of our U3A website

## How We Store Your Information

Your membership information is held securely on the Beacon system mentioned above. Access to your information is restricted by strong passwords and is controlled by the U3A committee. All Committee Members and Group Leaders are required to sign a statement of compliance with Data Protection and Privacy Policies.

## Policy Availability and Changes

This policy is available from the Policies section of our U3A website or by request to the Hon. Secretary at the address given in the newsletter

This policy may change from time to time. If we make any material changes we will make members aware via our newsletter.