



# U3A Dacorum Privacy Policy

U3A Dacorum (hereafter 'U3A') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information': that which could identify you, or relates to your identity.

## WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of the U3A you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Member payments made.
- Date of Birth for Trustee Committee Members.

## HOW DO WE COLLECT THIS PERSONAL INFORMATION?

With the exception of membership payments, the above information collected is obtained directly from you at the point of your initial registration via membership forms. This information will be updated on your request or with information provided by you on the annual renewal form. If you become a Coordinator, Trustee Committee Member or Non-Trustee Committee Member additional information saying how much information you consent to being made public on the web will be asked for. (Trustee Committee members are voted into post at the AGM. Non-Trustee Committee members fill roles that share the work load.)

Member payment information is collected when a payment is received.

## HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide the U3A activities and services to you.
- For administration, planning and management of the U3A.
- To communicate with you about your group activities.
- For members to contact you, if you are a Group Coordinator or Committee Member.
- To monitor, develop and improve the provision of the U3A activities.
- For any statutory reasons that may arise.

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

## ON WHAT BASIS DO WE KEEP THIS INFORMATION

When you become a member, there is effectively a contract between you and the U3A. To fulfil the contract the U3A needs to process data:

- That is necessary to fulfil our contractual obligation;
- Which the member might reasonably expect.

## WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?

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

- Internally
  - To Committee Members and Group Coordinators, as required to facilitate your participation in our U3A activities.
- Externally
  - Mailing – Name & Address is given to external providers for mailing for the U3A magazine (Digest) and the Trust Magazines (Third Age Matters and Sources).
  - Email – Name and Email Address is given to external providers to allow bulk email to be sent notifying members of information about The U3A activities.
  - Printing – Name and Membership Number is given to an external provider for printing Membership cards.
  - Website – If you are a Coordinator or Committee Member, you will have a [group123@u3adacorum.org](mailto:group123@u3adacorum.org) or [function@u3adacorum.org](mailto:function@u3adacorum.org) styled email address, which will be forwarded to an existing personal email address. You may also access the account directly if

you request it. You will also be asked to decide whether you wish your phone number and name to be shown. You may choose either, both or neither. In all cases where you do not consent, people will be directed to the Digest magazine, which contains these details for all coordinators. An Additional Privacy Consent Form will be used for this.

- Charity Commission – If you are a Trustee, the Charity Commission requires and retains your full name, address, date of birth and contact details (email or phone). Your name will be on view to the public. If you are the occupier of the registered address (usually the Secretary) your address will also be on display.
- Third Age Trust (TAT) – When you take up certain roles within our U3A, we provide the Third Age Trust with your name, email address and contact number. The roles are Chairman, Secretary, Treasurer, Membership contact, Direct Mail contact, Website editor, Newsletter editor and Accessibility contact.
- Beacon – During 2020 we are adopting the TAT Beacon Membership Management system to manage our membership and finances. This will be managed by a third party contracted to the TAT.
- Statutory – when we have a statutory duty to disclose it for legal and regulatory reasons.

Where such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.

Receipt of the Third Age Trust Magazine and being included on the Email List are optional facilities. If a member does not want these, their data will no longer be sent to the appropriate external bodies.

#### **FOR 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. Where this is the case then the member(s) will be informed how long the information will be held for and when it is deleted.

#### **HOW YOUR WEB INFORMATION CAN BE UPDATED, CORRECTED OR REMOVED**

To ensure the information we hold is accurate and up to date, members need to inform the Membership Secretary of any changes to their personal information. Group Coordinators who wish to change the contact information that is displayed on the website for their groups should also inform [webadmin@u3adacorum.org](mailto:webadmin@u3adacorum.org).

You can do this by contacting the membership secretary at any time:

- Email: [members@u3adacorum.org](mailto:members@u3adacorum.org)
- Telephone: details are in the Digest.

You will have the opportunity to update your information via the annual membership renewal form, or at any time. Should you wish to view the information that the U3A holds on you, you can request it by contacting the membership secretary. 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 individual or for legal, investigative or security reasons. Otherwise, we will usually respond within 14 days of the request.

If you opt to display consensual information on the web, you can ask [webadmin@u3adacorum.org](mailto:webadmin@u3adacorum.org) for it to be removed at any time and we will remove it. You should be aware that any information shown on the web will be collected by search engines, and we are unable to remove that. However, the information will usually expire shortly after a web page is updated. If it does not, you may ask the search engines to remove it.

#### **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. The membership data and the computer (and its backups) are all protected with firewall and anti-virus software.

As of January 2020 your membership information is held on a purpose built database which is backed up daily on to an external device and on a regular basis on to the Database Administrators' computers and our encrypted backup repository at our internet hosting provider. The Treasurer has a copy, and an extract is provided to a small number of the committee.

It is planned that during 2020 this data will be transferred to the Third Age Trust (TAT) Beacon system. The TAT Privacy Policy is at: <https://www.u3a.org.uk/>.

The TAT has contracted the operation and maintenance of Beacon to a third party within the UK. The Beacon Terms and Conditions are available at the TAT website. They should be read in conjunction with this Privacy Policy. It is intended that the Beacon system will be used to provide email services once it meets our existing standards.

Our internet and website hosting provider is Jolt.co.uk and provides website, email, and encrypted communication and repository services from servers located in the UK.

### U3A DACORUM BEACON WEBADMIN

It is required by the Beacon Terms and Conditions that the U3A Dacorum Beacon Administrator who applies this policy is a U3A Dacorum Committee Member.

### EMAIL COMMUNICATIONS

All emails sent by Committee Members and Group Coordinators to members should be sent as Blind Copies (BCC), so that members personal email addresses are not revealed. The only exception is when those concerned have agreed that to facilitate discussion, BCC is not necessary. The website currently contains email addresses so that emails may be forwarded to private email addresses. This function may be moved to Beacon in future.

### AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available through The U3A Website [https://u3adacorum.org/?page\\_id=55](https://u3adacorum.org/?page_id=55) or by request to the Secretary. (Contact details are in the Digest and on the website.) This policy may change from time to time. If we make any material changes we will make members aware of this via the Digest and the monthly Members' Meetings.

### SCHEMATIC OF INFORMATION REQUIREMENTS

The table below shows the information required for the different roles within the U3A. All roles are filled by members and the Members column applies to everyone.

	All Members Basic Data	Coordinator Additional Data		Committee Non-Trustee Additional Data		Trustee Additional Data		
	Database	Digest	Web	Digest	Web	Digest	Web	Other
Name	LI	LI	C	LI	C	LI	LI	-
Address	LI	-	-	-	-	Reg	Reg	-
Phone, and or	LI	LI	C	LI	C	LI	LI	-
Email	LI	Indirect	Indirect	Indirect	Indirect	Indirect	Indirect	-
Digest Yes/No	LI	-	-	-	-	-	-	-
TAM Yes/No	LI	-	-	-	-	-	-	-
Photo with name	-	-	-	-	C	-	C	-
Charity Commission	-	-	-	-	-	-	-	LO
Birthdate for CC	-	-	-	-	-	-	-	LO
Third Age Trust	-	-	-	-	-	-	-	LI

#### Key

LI: Legitimate Interest

C: Consent

Indirect: Indirect email transmission using web forms and an intermediate mailbox. Personal email is hidden.

LO: Legal Obligation

Reg: Registered address

-: Empty cell

All members must provide the minimum of information shown above on the grounds of legitimate interest or legal obligation, because we cannot operate without it.

Coordinators must provide at least a telephone number, or they cannot be effective in the role. It will be published in the Digest, but requires consent to be on the website. All email addresses are indirect eg group123@u3adacorum.org or chair@u3adacorum.org. We use forms on the website, so that email addresses cannot be harvested by robots. All email is then redirected to a private address, or the person may be provided with direct mailbox access.

Committee Helpers are considered in the same way as Coordinators.

Trustees are considered in the same way as Coordinators, but their name, date of birth and contact details are required by the Charity Commission. Trustees will have their name and role added to the web site, and additionally may have their photo added. Such named photos are subject to their consent.

#### **CONTACT**

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please email: [Secretary@u3adacorum.org](mailto:Secretary@u3adacorum.org) or telephone: 01442 212368.