

East Lothian u3a Privacy Statement

East Lothian u3a (often referred to here as 'our u3a') treats your data privacy rights seriously. This privacy policy sets out how we will deal with you 'personal information', that is, information that could identify, or is related to the identity of, an individual.

Revised November 2022

Our contact details

Name: East Lothian u3a Secretary

Address: 1 The Doon Steading, Spott, Dunbar, East Lothian. EH42 1UX.

E-mail: secretary@eastlothianu3a.org.uk

What personal information do we collect?

When you express an interest in becoming a member of East Lothian u3a you will be asked to provide certain information:

Name

Home address

Telephone number(s)

Email address

Gift Aid agreement (optional)

How do we collect this personal information?

All of the information collected is obtained directly from you. This is usually at the point of your initial registration, via a membership application form. 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 regulations.

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

To communicate with you about matters related to the u3a

To monitor, develop and improve the provision of our u3a services

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We will send messages mainly by email, or by other digital methods, telephone or post, to advise you of u3a activities.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- A. Your consent. You are able to remove your consent at any time, *except for the situation in (b) below*. You can do this by contacting membership@eastlothianu3a.org.uk
- B. *If you have signed a Gift Aid declaration, records are required to be kept for a minimum of 6 years after the end of the tax year they relate to. This requirement over-rides a member's GDPR rights on general personal data storage.*
- (c) We have a contractual relationship with you as a member of East Lothian u3a.

Who do we share your personal information with?

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. We may share your personal information with other u3a members in order to facilitate group activities.

Externally – with your consent for products and services such as the direct mailing of the magazine called Third Age Matters from the Third Age Trust (the national office to which all u3as are affiliated). You may withdraw your consent at any time by contacting membership@eastlothianu3a.org.uk

To HMRC if you have opted in to Gift Aid.

If we have a statutory duty to disclose it for other legal and regulatory reasons.

When we need to share your information outside of the u3a we will seek your permission and inform you who the information will be shared with and for what purpose.

How do we store your personal information?

Your personal information on your membership application form is currently held on a Microsoft Access database on a password-protected laptop held by the membership secretary, which is backed up in a secure environment on a regular basis to prevent data loss. The data is only shared/accessed by committee members and other administrators as and when they require it.

How long do we keep your personal information?

In most instances, your *personal information will be stored for no longer than 3 years* after you cease to be a member. However, if you have opted in to Gift Aid for your membership subscription, we are required by HMRC to retain your records for *a minimum of 6 years*. In exceptional cases, there may be legal, insurance or other circumstances that require personal information to be held

for longer than 3 years after you cease to be a member of East Lothian u3a. This is to allow such issues to be investigated and resolved. Where this is the case, the member will be informed as to how long the information will be held and when it will be deleted.

After that time, personal information will be securely deleted from the database on the East Lothian u3a laptop, and any paper records securely destroyed.

How your personal information can be updated or corrected

To ensure that personal information is correct and up-to-date, members need to inform East Lothian u3a of any changes to their such information. (This is particularly important as regards email addresses, as this is the main method of communication between East Lothian u3a and its members). You can do this by contacting the Membership Secretary, membership@eastlothianu3a.org.uk, at any time.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at membership@eastlothianu3a.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at secretary@eastlothianu3a.org.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>