

U3A Marina Baixa 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 U3A Marina Baixa you will be asked to provide certain information. This includes:

- your name
- contact address
- email address
- telephone number
- mobile 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 via our membership application form. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the 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.

## **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 your group activities
- To monitor, develop and improve the provision of our U3A activity

We'll send you messages by email, post, and telephone to advise you of U3A 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 leaders – as required to facilitate your participation in our U3A activities;
- Externally - photographs taken at U3A Marina Baixa events may be published in our newsletter, the local press, the U3A Marina Baixa website and Facebook page;
- 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 U3A we will seek your consent and inform you who the information will be shared with and for what purpose.

## **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 issues, insurance circumstances or issues relating to the terms of our constitution that require the information to be held for longer whilst the issues are investigated or resolved.

## **HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED**

To ensure the information we hold is accurate and up to date, member's need to inform the U3A of any changes to their personal information. You can do this by contacting the Association Secretary (see contact below). Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Association 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 other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

## **HOW DO WE STORE YOUR PERSONAL INFORMATION**

Your membership information is held on a spreadsheet and access is only available to Committee Members. Your contact address is not included on the spreadsheet, this information is securely stored by the Association Secretary on a Rolodex file.

## **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on the U3A Marina Baixa website and is displayed on the noticeboard at our General Meetings. This policy may change from time to time. If we make any material changes we will make members aware of this via our Monthly General Meeting and our Newsletter.

## **CONTACT**

If you have any queries about this policy, or have any complaints about our privacy practices, please contact our Association Secretary, Joan Flint on Tel: 96 586 1226 or E-Mail: [billandjoanflint@gmail.com](mailto:billandjoanflint@gmail.com)