

Introduction

This document sets out our policy for collecting personal information from members and non-members, how we use this data and how we look after personal data to comply with data protection law¹.

In this document:

'we' and 'our' means Kingswinford & District u3a²

'data' means your personal information as detailed in the next section.

Data we collect

We need your name and address when you join. We also ask for contact details – your email address if possible and a landline or mobile number or both.

Your membership records include details of any group membership(s) and membership fees paid.

We make temporary lists of names and, where necessary, contact details – for example of those attending meetings³, booking events and volunteering for other activities.

When you send email messages from our website, we log your name, email address, and the email subject.

How we use your data

We use your address for identification and to write to you about essential u3a matters if you are not on email.

If you have opted to have the quarterly magazine, *u3a matters*, we pass your name and address to the Third Age Trust⁴ who arrange printing and posting.

We use your email to contact you:

1. about membership and other relevant u3a topics, including groups you are in.
2. to inform you about u3a activities, and similar activities by other non-commercial organisations.

In the case of mailings under 2, you may opt out (unsubscribe) by letting the Membership Secretary know.

We use your phone numbers to keep in touch where this is easier or better.

We use membership records to produce statistics anonymously, which are used to inform decision making and the membership.

We use the website log for reference and statistical information.

How we keep your data safe

Our membership records, group records and finance records are kept electronically on a secure database with restricted access.

Website usage is monitored to protect against spam emails.

In addition, post-holders may keep extracts of the data on their local devices, provided:

1. only data required do their job is kept in this way;
2. such data is kept secure and only available to the post-holder;
3. data is removed from the device as soon as it has served its purpose.

This also applies to paper records, which we treat with the same care.

Who can access your data

Post-holders who need access to fulfil their role, including Trustees, Membership Secretary and Group Leaders. Only those who have had training about using the system and data protection may have access to the membership database.

With the post-holder's agreement, we publish their contact phone number in our Newsletter and on our website. We do not publish their emails on our website, where they are stored securely out of the public domain.

Post-holders and other members assigned tasks may have access to any particular data needed, including temporary lists.

Social Media groups may be used provided you are given the option to join, provide your email and agree to the particular media terms and conditions, including their privacy policy.

How long do we keep data for

We keep your data up-to-date whilst you are a member.

When you cease to be a member, we keep your data for a further membership year⁵ in case of queries or rejoining. Following the end of each membership year we remove relevant records from the system.

We destroy paper records once they have served their purpose. This includes application forms and temporary lists.

Entries on the website log are removed after 90 days.

Enquiries from non-members

We need a name and contact details from non-members to deal with their enquiries, either by letter or by message from our website.

We log the name, email address, and email subject when messages are sent from our website. The records are kept for 90 days, and usage is monitored to protect against spam emails.

Any other electronic or paper records are destroyed once we have dealt with your enquiry.

Further information and concerns

You can request details of the data we have for you, for example to check that it is accurate. If you have any concerns about your data, please speak to a member of the committee or send a message to the Business Secretary from the Contact page of our website. If you remain unhappy, you may complain to the Information Commissioner⁶.

Policy approved by the Trustee Committee on 12th February 2025

– replaces our *General Data Protection Regulations (GDPR) Statement* dated 03/2022

Explanatory notes

¹ Data Protection Act 2018 and Regulations.

² Kingswinford & District u3a is an independent body, part of the national u3a network.

Registered Charity No 1127389.

³ Required in case of emergency evacuation from the building.

⁴ The national u3a body.

⁵ Membership year is from 1st April to 31st March.

⁶ Helpline 03031 231113 Website: www.ico.org.uk