

Introduction

This privacy policy sets out how Malvern U3A will store and process your personal details, that is to say, details that could identify, or are related to the identity of, an individual person.

What personal information do we collect?

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

- Your name
- Your home address
- Your email address
- Your telephone number
- Your subscription preferences
- Your Gift Aid choice

What are the lawful bases on which we collect personal details?

The lawful bases for collecting and storing your personal details are **Contract** and **Consent**. You enter into a contractual relationship with Malvern U3A in order for us to fulfil our obligations and responsibilities to you. You further consent to allow us to use your personal data to communicate with specified external third parties (see below).

If you joined Malvern U3A prior to April 1st 2018 we acknowledge your consent for us to process your personal information as specified. Members joining after this date can register their consent (or not) when completing a membership application form or when joining online.

How do we collect personal information?

- From you. This is usually at the point of your initial registration. The information will be collected via a paper membership form or an online membership form
- From PayPal, if you joined online. Personal and transaction details are captured and stored

If you withhold or withdraw your consent then we will not use your personal data in any communication with specified external third parties (see below).

How do we use your personal information?

We use your personal information:

- To provide our Malvern U3A activities and services to you
- For administration, planning and management of our U3A
- To communicate with you about Malvern U3A activities
- To monitor, develop and improve the provision of our U3A activity

With whom do we share your personal 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 Malvern U3A activities

- Externally - to U3A National, with your consent for products or services such as direct mailing for the National U3A Trust magazines
- Externally - to MailChimp, so that you may receive the monthly Malvern U3A Bulletin. (MailChimp provides you with the option to unsubscribe if you so wish)
- Externally - to HMRC, so that we may reclaim Gift Aid
- Externally - to a specified agency, if we have a statutory duty to disclose it for legal and regulatory reasons

If we need to share your information with any other external agency we will seek your consent and inform you of the agency with whom the information will be shared 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 18 months after you cease to become a member. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case you will be informed about the length of time the information will be held and when it is to be deleted.

How do we update or correct your personal information?

To ensure the information we hold is accurate and up to date, you need to inform Malvern U3A about any changes to your personal information. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Otherwise you can do this by either contacting the membership secretary by email at membership@malvernu3a.org.uk or by logging in to the Malvern U3A website and viewing or changing your details online (see below).

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. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our on-line services. Your membership information is held on a database and can only be accessed by Committee Members with special login privileges. For data backup reasons an SQL dump of the database is also taken periodically and stored securely on the Cloud.

Cookies

We do not use cookies on our website.

Links from our website

Our website may contain links to other websites. Please note that we have no control of websites outside the malvernu3a.org.uk domain.

If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Your rights

You have a right to view, amend or download what data we hold about you. You can do this from this website by going to [Membership | My Details](#). You will need to log in with your username and password in order to do this. A username and password can be obtained on request from [email webmanager@malvernu3a.org.uk]. If you do not have access to a computer, or do not wish to use one, then you can contact the Secretary of Malvern U3A with a 'Subject Access Request' which asks Malvern U3A to provide you with a record of all the personal data we hold about you;. Once this request has been received and verified you will receive the data requested within 72 hours.

You have a right to remove all data about you that we hold.

You can do this by going to [Membership | Delete Me](#), logging in with your username and password, and by then following the instructions. Alternatively you can contact **[email webmanager@malvernu3a.org.uk]** with this request or write to the Secretary of Malvern U3A.

You have a right to contact the [ICO](#) (Information Commissioner's Office) if you think that there is a problem with the way we are handling your personal data.

Changes to this policy

This policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter, monthly Bulletin or the monthly members' meetings.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact [email secretary@malvernu3a.org.uk].

If you have any queries about how we have stored your personal details please contact the [email webmanager@malvernu3a.org.uk].

This website privacy policy is dated 28/11/2017.

Revised: 02/04/2018.

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Revised: 06/05/2018.

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