

Lanark & District u3a - Privacy Policy

Lanark & District U3A 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.

1. What personal information do we collect?

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

your name
home address
email address
telephone number
emergency contact details
whether you are a member of another U3A

1A. Photographs and group images

We use images of our activities for promotional purposes. Usually this will be groups of members enjoying their activity. On occasions it may be possible to recognise individual members. However every member has the right to have their image deleted. This will be achieved by sending an email to our Membership Secretary who will ensure that the members image is deleted within 24 hours.

2. How do we collect this personal information?

The majority of the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or renewal forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. This information is used 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.

3. 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
To promote our U3A

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

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4. 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 our U3A activities;

Externally for products or services such as direct mailing for the Trust magazines - Third Age Trust and Sources;

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

We assume your consent to pass your name and address to the providers of the Third Age Magazine and their agencies. Where we need to share your information outside of the U3A for any other purposes we will seek your consent and inform you as to who the information will be shared with and for what purpose.

PLEASE NOTE - If you wish any item of information to be kept confidential, please contact the Membership Secretary.

5. 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 be stored for long as you are a member of our U3A. If you cease to be a member then your information will be deleted within one calendar month. 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 the member/s will be informed as to how long the information will be held for and when it is deleted.

6. How your information can be updated or corrected?

To ensure the information we hold is accurate and up to date, members need to inform Lanark & District U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary via the Contact Us option on the website.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process.

Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Secretary - via the Contact Us option on this site, we will usually respond within 14 days of the request being made.

7. 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 unauthorized access, disclosure, copying, use or modification. Your membership information is held securely by the Membership Secretary and IT Administrator. Information is passed to Committee members or Group Leaders only as required. The Lanark & District website holds minimal personal information about Committee Members and Group Leaders. No other members information is held on the website.

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8. Availability and changes to this policy

This policy will be available at Lanark and District U3A web site. This policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter and the monthly members' meetings.

9. Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints or concerns please contact any Committee Member via the contact page on the website or at general meetings.