

PRIVACY POLICY Coventry Spires



Coventry Spires 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.

What personal Information do we collect.

When you express an interest in becoming a member of Coventry Spires u3a, you will be asked to provide certain information. This includes;

- a. Your Name
- b. You home address.
- c. Your email address.
- d. Your telephone number
- e. Your subscription preference. i.e. full year or dual membership subscription
- f. Inclusion in gift aid
- g. For delivery of the magazine Third Age Matters.

How do we collect your information.

All the information collected is obtained directly from you. This is usually at the point of your initial Registration. The information is collected directly from you when you fill in the membership form or any online contact form. The lawful basis of collecting and storing your information this way is to ensure that Coventry Spires u3a has a legitimate reason for communicating with you as a member. This is in order that we can use this information to inform you about group activities and events that you can participate in as a member. To enable us to do this we need to store this information on our membership data base.

How do we use your personal information.

- a. To provide information of U3A activities and services directly to you.
- b. For administration, planning and management of your u3a
- c. To communicate directly with you regarding group activities.
- d. To deliver newsletters by a secure online portal by email.
- e. To send messages via email or newsletter to advise you of events that may be of interest to you.

Who do we share your personal information with.

We may disclose information about you, including your personal information

- a. Internally to committee members and group convenors only as required to enable you to participate in our u3a activities.
- b. To a third-party newsletter distributor who is a member of Coventry Spires u3a but is not a committee member, to enable the newsletter to be sent out by email to members by a secure online portal.
- c. Externally. Third Age Matters. The magazine is distributed by a third-party distributor, if you have elected to receive the magazine your information will be shared with the distributors.

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d. If we have a statutory duty to disclose information for legal or regulatory reasons. In this instance we will seek to obtain your consent. Information will be shared without consent where there were serious safety concerns and it was felt to be in u3a's best interest to disclose information.

How your information can be updated or corrected.

To ensure the information we hold is accurate and up to date members need to inform the u3a of any changes to their personal information. You can do this by contacting the Membership Secretary by email.

On a yearly basis information will be updated when members fill in the membership form.

If you wish to view the information, we hold on you, you can contact the Membership Secretary by email.

There may be certain circumstances where we are unable to comply with this request. This would include where the information may contain references to other individuals for legal investigation or security reasons. Otherwise, we would usually respond within one month of the request being made.

How do we store your personal information

Coventry Spires u3a has in place a range of security safeguards to protect your personal information against loss or theft as well as unauthorised access, disclosures, copying, use or modification.

Security measures include the use of secure software which is password protected.

Your membership information is held securely and accessed by Committee Members, the Group Co-ordinator, Group Convenors or a u3a Newsletter editor outside of the Committee but authorised and governed by Committee to access membership data.

Availability and changes to this policy.

This policy is available from Coventry Spires u3a Secretary. The policy may change from time to time in line with Policy updates. Members will be informed of any changes to Coventry Spires u3a Privacy Policy and Procedures at the General meetings or via our newsletter.

Contact

If you have any queries about this policy or need it in a different format, or have any complaints, please contact the Coventry Spires u3a Secretary.