

## **Lisburn U3A Privacy Policy**

Lisburn 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 Lisburn U3A you will be asked to provide certain information.

This includes:

- your name (title, names, and surname)
- postal address
- email address
- telephone number
- mobile number
- Gift Aid entitlement

### **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. The information will be collected via membership forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with Lisburn U3A. In order to inform you about the interest 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 allow communication between interest group convenors and their group members
- To provide information which is likely to be of interest to members of LisburnU3A, e.g. news relating to Lisburn U3A
- notices about meetings and events
- information from the Third Age Trust and Northern Ireland Region of U3As.

We'll send you messages by email, post, other digital methods, or telephone to advise you of U3A activities.

### **With whom do we share your personal information?**

We may disclose information about you, including your personal information

- Internally – to committee members and group convenors – as required to facilitate your participation in our U3A activities;
- Externally – with your consent for services such as direct mailing for the Third Age Trust magazines – (Third Age Matters);

- If we have a statutory duty to disclose it for other legal and regulatory reasons. Charity Commission for Northern Ireland
- Where we need to share your information outside of the U3A we will seek your consent and inform you as to 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 12 months after your membership has lapsed. 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.

### **How your information can be updated or corrected**

To ensure the information we hold is accurate and up to date, members need to inform Lisburn U3A of any changes to their personal information. You can do this by contacting the membership secretary at any time. Should you wish to view the information that Lisburn U3A holds on you, you can make this request by contacting the membership secretary by email to [membership6543@gmail.com](mailto:membership6543@gmail.com).

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 an electronic database and accessed by designated members of Lisburn U3A Committee.

### **Availability and Changes to this policy**

If we make any material changes, we will make members aware via the monthly members' meetings and the monthly members' newsletter.

**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 the Membership Secretary by email to [membership6543@gmail.com](mailto:membership6543@gmail.com).