

# Garforth, Kippax and District U3A

## Privacy Policy

Garforth, Kippax & District U3A (hereafter GKD 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 our U3A you will be asked to provide certain information. This includes:

- Name
- Postal address
- Email address
- Telephone numbers
- Gift Aid entitlement
- Membership of other U3A 's
- Emergency contact number
- Next of Kin details

### Third parties

In the course of us communicating with you, you may provide us with personal data relating to third parties (ie: Next of Kin).

We will use this personal data in accordance with this Privacy Policy. If you are providing personal data to us relating to a third party, you confirm that you have the consent of the third party to share such personal data with us and that you have made the information in this Privacy Policy available to the third party. This is part of the membership form.

### 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 or online contact forms.

The lawful basis for collecting and storing your information is due to the legitimate interest relationship that you, as a member, have with our U3A. 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.

### 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 activities.

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

We have set out our reasons for using your personal data in [Appendix A](#) below in the table under the heading Legal Basis.

### Who do we share your personal information with?

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 products or services such as direct mailing for the Trust magazines (Third Age Matters and Sources).
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of our U3A we will seek your permission and inform you as to who the information will be shared with 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. The information about your membership will be stored while you are a member of our U3A and for one year after your membership has lapsed. For those members who allow our U3A to claim Gift Aid your information will be held for seven years, once we are eligible to do so, as we will be legally required to do this.

The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

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

To ensure the information we hold is accurate and up to date, members need to inform our U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary<sup>1</sup> at any time: [membership@garforthkippaxu3a.org.uk](mailto:membership@garforthkippaxu3a.org.uk)

Should you wish to view the information that our U3A holds on you, you can make this request by contacting the Data Protection Officer<sup>1</sup>:

[dataprotection@garforthkippaxu3a.org.uk](mailto:dataprotection@garforthkippaxu3a.org.uk) . 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 another individual or for legal, investigative or security reasons. Otherwise, we will usually respond within 14 days of the request being made.

### **How to alter your consent for your data to be used**

Should you wish for all or part of your data not to be used for specific purposes for which you have already provided consent you can do this by contacting either the Membership Secretary or the Data Protection Officer at any time.

### **How do we store your personal information?**

Your membership information is retained on your application form and held on a database to be accessed by committee members and group convenors as appropriate.

### **Online activity information (to the extent that it constitutes personal data):**

Technical information, can be collected through your internet browser or electronic device:

- Certain information is collected by most websites or automatically through your electronic device, such as your IP address (i.e. your computer's address on the internet), screen resolution, operating system type (Windows or Mac) and version, internet browser type and version, electronic device manufacturer and model, language, time of the visit and pages visited.
- Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for how they handle your personal data. When you leave our website, we encourage you to read the privacy notice of every website you visit.
- when you provide personal data via our website.
- via our social media page on Facebook.
- Cookies: the website uses cookies to distinguish you from other users of the website. This helps us to provide you with a good experience when you browse the website and also allows us to improve the website.

## Your rights

You have certain rights with respect to your personal data. The rights will only apply in certain circumstances and are subject to certain exemptions. Please see the table in [Appendix B](#) below for a summary of your rights.

## Availability and changes to this policy

This policy is available on Garforth, Kippax & District U3A web site at <https://u3asites.org.uk/garforth-kippax>. This policy may change from time to time. If we make any material changes, we will make members aware of this via a personal email, post if you have no email address or the monthly meetings as appropriate.

## 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 Data Protection Officer:  
Email: [dataprotection@garforthkippaxu3a.org.uk](mailto:dataprotection@garforthkippaxu3a.org.uk) or in person at a Monthly Meeting.

<sup>1</sup>Alternatively bring written instructions or queries to any monthly members meeting

## Related Documentation:

GKD U3A Data Protection Policy

GKD U3A Data Protection Guidelines for Members and Convenors

GKD U3A Data Protection Guidelines for Committee

Policy adopted: 19.10.2018

Policy review date: 12.2020

Policy amended & re-issued: 28.12.2020

Policy review date: Annually

Policy amended & re-issued: March 2022

Policy amended & re-issued: March 2023

Policy reviewed & re-issued: February 2024

## Appendix A

### Legal Basis

We have set out our reasons for using your personal data in the table below under the heading Legal Basis. Where we rely on our legitimate interests, we have set out those interests in the table below.

Purpose	Legal Basis
To set up and manage your membership	Contract, Legitimate Interests
To manage membership information on the Beacon system	Contract, Legitimate Interests
To share with the Trust and TATTL to manage, develop and make improvements to the Beacon system	Legitimate Interests
To administer, plan and manage our U3A	Legitimate Interests
To monitor, develop and improve the provision of our U3A activity	Legitimate Interests
To communicate with you about our U3A products, services, activities and events	Contract, Legitimate Interests
To communicate with you about Trust products, services, activities and events	Contract, Legitimate Interests
To deliver Trust publications including Third Age Matters	Contract, Legitimate Interests
To comply with any legal or regulatory obligations (including in connection with a court order)	Legal obligation
To enforce or apply the agreements concerning you (including agreements between you and us)	Contract, Legitimate Interests
To manage any issues, complaints, feedback and enquiries.	Consent, Contract, Legitimate Interests

## Appendix B

### Summary of your rights

Right of access to your personal data:	You have the right to receive a copy of your personal data that we hold about you and information about how we use it, subject to certain exemptions.
Right to rectify your personal data:	You have the right to ask us to correct your personal data that we hold where it is incorrect or incomplete. To ensure the information we hold is accurate and up to date, member's need to inform the U3A as to any changes to their personal information. You can do this by contacting the membership secretary at <a href="mailto:membership@garforthkippaxu3a.org.uk">membership@garforthkippaxu3a.org.uk</a> or in person at a monthly meeting.

	<p>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 Data Protection Officer. 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 one month of the request being made.</p>
Right to erasure of your personal data	<p>You have the right to ask that your personal data be deleted in certain circumstances. For example:</p> <ul style="list-style-type: none"> <li>• where your personal data is no longer necessary in relation to the purposes for which it was collected or otherwise used</li> <li>• if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal data</li> <li>• if you object to the use of your personal data (as set out below)</li> <li>• if we have used your personal data unlawfully; or</li> <li>• if your personal data needs to be erased to comply with a legal obligation.</li> </ul>
Right to restrict the use of your personal data	<p>You have the right to suspend our use of your personal data in certain circumstances. For example:</p> <ul style="list-style-type: none"> <li>• where you think your personal data is inaccurate but only for so long as is required for us to verify the accuracy of your personal data</li> <li>• the use of your personal data is unlawful, and you oppose the erasure of your personal data and request that it is suspended instead</li> <li>• we no longer need your personal data, but your personal data is required by you for the establishment, exercise or defence of legal claims; or</li> <li>• you have objected to the use of your personal data and we are verifying whether our grounds for the use of your personal data override your objection.</li> </ul>
Right to data portability:	<p>You have the right to obtain your personal data in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible.</p> <p>The right only applies:</p> <ul style="list-style-type: none"> <li>• to personal data you provided to us</li> <li>• where we rely on the following legal bases:</li> </ul>

	<ul style="list-style-type: none"> <li>• consent; or</li> <li>• for the performance of a contract; and</li> <li>• when the use of your personal data is carried out by automated (i.e. electronic) means.</li> </ul>
Right to object to the use of your personal data	<p>You have the right to object to the use of your personal data in certain circumstances and subject to certain exemptions. For example:</p> <ul style="list-style-type: none"> <li>• where you have grounds relating to your particular situation and we use your personal data for our legitimate interests (or those of a third party);</li> <li>• if you object to the use of your personal data for direct marketing purposes; and</li> <li>• where we use your personal data to take a decision which is based solely on automated processing where that decision produces a legal effect or otherwise significantly affects you.</li> </ul>
Right to withdraw consent	You have the right to withdraw your consent at any time where we rely on consent to use your personal data.
Right to complain to the relevant data protection authority	<p>You have the right to complain to the relevant data protection authority, which is in the case of us, the Information Commissioner's Office (ICO), where you think we have not used your personal data in accordance with data protection law. The ICO's contact details are:</p> <p>Information Commissioner's Office  Wycliffe House  Water Lane  Wilmslow  Cheshire  SK9 5AF</p>