



# Ludlow u3a Privacy Policy

Ludlow u3a treats your privacy rights seriously. This privacy policy sets out how we deal with your 'personal information', that is, information that could identify, or is related to the identity of you as an individual.

## **WHAT PERSONAL INFORMATION DO WE COLLECT?**

When you express an interest in becoming a member of Ludlow u3a you are asked to provide certain information. This includes:

- Name.
- Postal address.
- Email address.
- Telephone number.
- Gift Aid entitlement
- Subscription preferences.

## **HOW DO WE COLLECT THIS PERSONAL INFORMATION?**

All the information collected is obtained directly from you. This is usually when you join Ludlow u3a. The information is collected via membership forms either by post or online. When you provide your personal information for membership purposes we also ask for your consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

## **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use your personal information:

- to tell you about Ludlow u3a activities.
- to discuss with you your study group activities.
- for administration, planning and management of Ludlow u3a.

We send you messages by email, other digital methods, telephone or post to advise you of Ludlow u3a activities.

## **WHOM DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

We may disclose information about you, including your personal information:

- internally - to committee members and study group coordinators - as required to facilitate your participation in Ludlow u3a activities.
- externally - Gift Aid information is provided to HMRC and to the distribution company for the Trust publications. Where such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- if we have a statutory duty to disclose it for other legal or regulatory reasons.

Where we need to share your information outside of Ludlow u3a we will seek your permission and tell you 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. Information about you will not be stored for longer than is necessary. We will keep your personal data for different periods depending on any legal obligation to retain it: for example - Gift Aid information provided to HMRC

## **HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED**

To ensure the information we hold is accurate and up to date, members need to inform Ludlow u3a as to any changes to their personal information. You can do this by contacting the treasurer and membership secretary at any time:

Email: [treasurer@u3ainludlow.org.uk](mailto:treasurer@u3ainludlow.org.uk) Telephone: 07990 526 203

Annually you will have the opportunity to update your information, as required, via the membership renewal form.

## **YOUR RIGHTS OVER YOUR PERSONAL INFORMATION**

Should you wish to view or remove information that Ludlow u3a holds about you, you can make this request by contacting the membership secretary. There may be certain circumstances where we are not able to comply with this request. These would include where the information may contain references to other individuals or for legal, investigative or security reasons. 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 the secure Beacon database provided by u3a for the use of all u3as. Officers of Ludlow u3a have access to the information about all members of Ludlow u3a and study group coordinators have access to the information about members of their study group.

## **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on our website. This policy may change from time to time. If we make any material changes we will make you aware of this.

## **CONTACT**

For queries about this policy, requests for the policy in alternative format, or any complaints about Ludlow u3a's privacy practices, contact:

Email: [info@u3ainludlow.org.uk](mailto:info@u3ainludlow.org.uk) Telephone: 01584 878794

**Policy reviewed: September 2022**

**Next review date: September 2025**