

PRIVACY POLICY

Littlehampton 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 Littlehampton u3a you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences
- a Gift Aid declaration (optional)

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 application and renewal forms. The lawful basis for collecting and storing your information is due to the legitimate interest that Littlehampton u3a has in communicating with you as a member. 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
- For delivery of the Trust publication – "u3a Matters" (optional)

We'll send you messages by email, post, and telephone to advise you of u3a activities.

Who do we share your personal information with

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 of the Trust magazine – "u3a Matters". The magazine is distributed by a third party processor and your information is shared with the distribution company via a secure online portal (if you requested this on your Application/Renewal form).
- Externally – for services such as email forwarding for the Weekly Bulletin. The Bulletin is distributed by a third party bulk email sender and your information is shared with them via a secure online portal (if you have requested this on your Application/Renewal form). Should you not wish to receive the Bulletin please contact the Membership Secretary at membership@u3alittlehampton.org.uk

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

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 ceases. The exceptions to this are instances where there may be financial, legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case members 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 the u3a about any changes to their personal information. You can do this by contacting the Membership Secretary, or when you renew your Membership, or, if you have registered to do so, via our Beacon Members Portal. Should you wish to view the information that the u3a holds on 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. 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.

How do we store your personal information

Littlehampton u3a has in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Security measures include use of cloud storage and firewalls. Your membership information is held securely and accessed only by Committee Members and Group Leaders – as appropriate.

Availability and changes to this policy

This policy is available via the Members Page on Littlehampton u3a website. This policy may change from time to time. Members will be informed by email or via the weekly Bulletin and the monthly meetings when any material changes are made to Littlehampton u3a's policies and procedures.

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 Business Secretary at businesssec@u3alittlehampton.org.uk

Policy adopted on 16 July 2019

Reviewed: November 2025

Next review: November 2027