Privacy Policy

Chess Valley u3a (our u3a) takes members' 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, an individual.

What personal information do we collect?

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

- name
- home address
- email address
- telephone number
- subscription preferences
- emergency contact details.

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 is collected via membership forms or online contact forms. The legal basis for collecting and storing your information relates to the contractual 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 ouru3a activities and services to you
- for administration, planning and management of our u3a
- to communicate with you about activities organised by our u3a and any Groups which you have joined
- to monitor, develop and improve the provision of our u3a's activities.

We'll send you messages by post, email, other digital methods, and 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's activities.
- Externally – with your consent for products or services such as direct mailing of the Third Age Trust's magazines (*Third Age Matters* and *Sources*) and our quarterly printed newsletter.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the u3a we will seek your consent and inform you with whom the information will be shared with and for what purpose.

How long do we keep your personal information?

We need to keep your information in order to provide our services to you. In most instances, information about your membership is not stored for longer than 12 months. Exceptions to this are instances where there may be legal or insurance circumstances require information to be held for longer whilst they are investigated or resolved. Where this is the case, member/s are informed how long the information will be held and when it is deleted.

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How your personal information can be updated or corrected

It is each member's responsibility to ensure that the information we hold is accurate and up to date.

To ensure that the information we hold is accurate and up-to-date, members are encouraged to access the Chess Valley u3a membership database regularly to review their information and to make corrections as necessary.

If you are unable to access the Chess Valleyu3aA membership system, you may inform the Membership Secretary of changes to your personal information or ask to view the information the u3a holds on you. There may be certain circumstances where we are not able to comply with this request. This includes any information that contains references to other individuals or for legal, investigative or security reasons. Otherwise we usually respond within 14 days of the request being made.

How do we store your personal information?

We have in place a range of security safeguards to protect your personal information against loss or theft, unauthorised access, disclosure, copying, use, or modification. These security safeguards include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and log in to our online services. Your membership information is held on a database/spreadsheet and is accessed by authorised Committee Members and Group Convenor, as appropriate.

Availability and changes to this policy

This policy is available on the Chess Valley u3a website – www.cvu3a.uk. This policy may change from time to time. We advise members of any material changes via the newsletter, the monthly General Meetings and the Chair's e-bulletins.

Contact details

If you have any queries about this policy, need it in an alternative format, or have any comments complaints about our privacy practices, please contact us:

By email: chair@cvu3a.uk

Policy review date

This Policy will be reviewed if and when changes occur to the relevant data protection legislation.

Approval

This Policy was reviewed by the Trustees and approved by them on 18/04/2025.

Signed on behalf of the Trustees:



James Cadle
Chair, Chess Valley U3A

Document history

13/03/2018	First issued version.
06/08/2019	Second issued version; incorporates revised guidance from Third Age Trust.
15/02/2020	Third issued version; no changes.
18/04/2023	Fourth issued version; no change other than substitution of 'u3a' for 'U3A' throughout to conform with corporate branding.
18/04/2025	Fifth issued version; no changes.

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