

COWBRIDGE U3A PRIVACY POLICY

The Data We collect and Hold on our Members

Membership Number
Title
First Name
Surname
Address
Phone number
E-mail address
Payment records
Gift Aid
Year of Joining

What is the Data Used for?

Establishing and maintaining membership
Providing and administering activities, events and meetings for our members
Communicating U3A news – our own, local, regional and national

It is assumed that if an e-mail address has been provided, it can be used for these purposes.

E-mail addresses will not be used for other purposes.

It must be noted that being able to communicate by e-mail keeps down our costs significantly.

Who has Access to the Data

Members of the Committee on a 'need to know' basis.

e.g. The Membership Secretary, who keeps and updates the Data and administers membership

The Treasurer, re recording payments

The Liaison Officer, who sends out cards for illness, bereavement or congratulations etc.

The Chairman, who is in overall charge, and needs to contact members for various reasons, such as lost property, requests for help with Votes of Thanks, etc.

Other Committee Members, or Group Leaders, may need to have the contact details of a particular member e.g. to facilitate the administration of a trip. They should ask the Membership Secretary if necessary.

What Security Measures are in place

The Data is held on a secure password-protected computer, backed up in a secure location.

A card index is held in a secure container.

Any pages uploaded to the website must use password protection if personal data, e.g. phone numbers, are listed. If help is needed with this, contact should be made with the Website Administrator

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What Rights Do Members have

Any member can request to know what data is held on them, or for it to be updated or deleted.

However, if data is deleted, we may not be able to communicate with the member, and membership of Cowbridge U3A may not be possible.

Interest Groups

Our Interest Groups can only operate if the Group Leader has contact details of the Group members.

It can be useful and possibly essential to share contact details within an Interest Group. For instance, in Groups such as our Walking Groups where members are expected periodically to lead a walk, providing a phone number and/or e-mail so that others can access the walk information and communicate their intention to attend is a pre-requisite of belonging to the Group. It may also be necessary where trips or outings are planned.

It is incumbent upon Group Leaders to take all necessary care with the data of their members e.g. send all Group e-mails using the BCC facility, delete all out-of-date data, or shred paper copies. It is helpful if a subject title is given to such e-mails, and that it is made clear to whom copies are being sent e.g. Dear Cowbridge U3A History Members.

Group Leaders must abide by our Privacy Policy.

Photos

U3A events, often as part of Interest Group activities, are frequently photographed for use in the following ways:

- To upload onto our website
- To add interest to articles about U3A sent to relevant publications e.g. The Glamorgan Star
- To be published in 'Third Age Matters', the national U3A magazine
- Occasionally for other promotional purposes, such as at a Groups' Fair.

According to U3A guidance from National Office, 'it is sufficient to ask members who don't wish to be in a photo to move out of shot'.

Surnames will not appear on captions.

It must be noted that photos published in the above constitute an essential part of portraying our organisation as interesting and dynamic, and thus in attracting new members, which in the long run is vital for its survival.

Photos will NOT be used for purposes unconnected with U3A.