Swaffham & District u3a
Registered Charity number 1087677 Website: swaffhamu3a.org
Email: members.sdu3a@outlook.co

Data Protection and Privacy Policy

1 What is Data Protection?

In todays digital world, many of us use our laptops, computers and phones to communicate, browse the internet for information, and carry out other transactions eg banking, shopping, making appointments and reservations. Many of us also use social media such as Twitter and Facebook to keep in touch with friends and family.
Every time we do this, information about us is stored electronically by the organisations and companies we connect with. Whilst most are reputable there is a risk that some of our personal data could be used by unscrupulous individuals to hack into our devices , stealing private information thus breaching our confidentiality and risking financial loss.
For this reason the Government introduced new regulations - the General Data Protection Regulations - to help protect our personal data on line and placing a duty on all companies and organisations to hold data legitimately and securely. The Regulations also give everyone legal rights about how their personal information is managed.

2 The Scope of this Policy

This policy document sets out how the Swaffham & District u3a will comply with the GDP Regulations in the way it collects, stores and manages your personal information for membership purposes. Also how we will be open and transparent about what information we collect and why, how we will use it and not use it. It also sets out the steps we will take to keep personal information safe to avoid the risk of a data breach.
The policy also sets out your rights to know what information we hold about you , your right to correct anything that's wrong and to withdraw your consent for its use.

This policy document is an 'Easy to read' summary of the full Swaffham & District u3a Data Protection and Privacy Data-Protection-Policy-Sample-modified-Swaffham-District-March-2025-PDF-3.pdf
This policy will be reviewed annually

3 Data Protection principles

For the purposes of data protection law , the Swaffham & District u3a is the data controller for all personal information collected and used by us
There are six data protection principles the Swaffham & District u3a needs to follow

- Personal data must be processed lawfully, fairly and in a transparent way
- Personal data must be collected for specified, explicit and legitimate purposes only and not processed further
- Personal data must be limited to what is adequate and strictly necessary
- It must be accurate and kept up to date
- It must be kept for only as long as is necessary (although some information can be archived or kept for historical records)
- Personal data must be stored and processed in a secure way to avoid accidental loss, destruction or damage

4 How we will collect and manage your personal data

We ask for certain personal information because you are or want to become a member of the Swaffham & District u3a. We need this in order to communicate with you about Swaffham & District u3a events, send you newsletters, keep you up to date on news and our activity groups. We also need this information to keep our database up to date, manage the annual renewal process and send information to National U3A.
On our application form we ask for details of

- your name, status and how you wish to be addressed
- your postal address
- your email address if you have one
- your telephone contact details
- whether you wish your membership fee to be treated for HMRC gift aid purposes
- whether you wish to receive the Third Age Matters magazine for which there is a small extra subscription
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We ask you to sign and date the form and agree that this information can be used by us to communicate with you about Swaffham & District u3a matters and also that Group Leaders can communicate with you about any activity groups you decide to join.
We will pass information onto HMRC for those members wanting to use Gift Aid and also to the Third Age Matters distribution company for those wishing to subscribe to the magazine.
Occasionally there may be times when we need to ask for additional personal data eg health and disability issues and next of kin details if we are organising a specific trip or event, in the interests of health and safety. We will carry out as assessment to ensure this is absolutely necessary and will always ask you for your specific consent first
We will also always ask for your specific consent to take and display photographs of Swaffham & District u3a events and groups for publicity and newsletter purposes. You have the right not to be included in any photos and to request that photos of yourself are not used.
We have a responsibility to keep your personal data up to date so please let us know of any changes as soon as details change or at the annual membership renewal time.

5 Who has access to your data?

Only Chair and Beacon Administrators of the Swaffham & District u3a Committee and Group Leaders (of Interest Groups you have chosen to attend) will have access to your personal data. This is kept securely on our Beacon Database.
The Committee and Group Leaders will receive training on Data Protection and Privacy requirements from time to time and keep up to date with good practice and any changes in legislation.
The member database will be held on u3a Beacon Database which is password protected, has up to date virus protection and is managed by the Beacon Administrator. Information will be shared with other committee members and Group leaders as needed for their roles. This will be held on their laptops or computers with strong passwords and up to date virus protection. Passwords will not be shared between Committee members and Group Leaders.
We will not share your personal data with another member without first seeking your consent eg if someone asks for your phone number
We will not share data with third parties for marketing and promotional purposes and neither will we pass their information onto our members

6 Your rights
You are entitled to request details of any information we hold about you. You should make your request in writing to the Membership Secretary and we will respond within one month. You are also entitled to correct any information that is out of date ,inaccurate or to have your information erased.
You are entitled to withdraw your consent for us to use your data at any time. You also have the right to complain to the Information Commissioner Office if you feel unhappy about how we are managing your information or dealing with any issues you raise

7 What happens if there's a Data breach?

If there is a data breach, the Committee will take action to minimise any harm and rectify the matter as quickly as possible. The Chairman will liaise with National u3a Beacon to seek advice and determine the seriousness of the breach and whether it should be reported to the Information Commissioner Office. The committee will also inform any u3a members affected of action being taken/needed.
If a member of the u3a believes there has been a breach of data then they should advise the Chairman and provide details immediately so the matter can be investigated. The member will be notified of the outcome and any action taken and advised they can report the matter to the Information Commissioner Office if they remain dissatisfied.

Date of Policy approval by Swaffham & District u3a Committee September 2023
Date of review October 2026
Date of next review October 2027