

# **PRIVACY POLICY**

## **U3A GREYSTONES**

This privacy policy sets out how U3A Greystones deals with your 'personal information'. The policy will be reviewed annually by the U3A Greystones Committee and if there are any amendments made to it all members will be notified.

This policy was agreed on the 5<sup>th</sup> March 2020 and will be reviewed on the 6<sup>th</sup> March 2021, or at an earlier date if deemed necessary.

### **The Personal Information We Collect:**

- Name
- Email address
- Address & Telephone number
- Areas of interest
- Any payments made by you
- Any payments made by us to you
- Attendance records
- Photos showing group activities

The majority of the information we obtain from our members is sourced from the membership form filled in at the point of registration. In compliance with data protection legislation we request consent from you to allow us to store and use your data on the registration form.

### **Your Personal Information is used to:**

- Communicate with other U3A members involved in group activities
- Inform members about upcoming events and activities
- Administer, plan and manage our U3A
- Record our U3A activities
- To record events on our website

We will usually communicate with you by email; if you have not provided us with an email address please keep informed of our activities by accessing our website at [www.u3agreystones.com](http://www.u3agreystones.com)

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### **Your Personal Information is shared with:**

- Group leaders/facilitators for those groups of which you are a member

Please note: in order to comply with our legal and regulatory obligations we may have to disclose your personal information to law enforcement agencies and regulatory bodies. In this unlikely event we will inform you as to whom the information will be shared with and for what purpose. Otherwise your details will never be supplied to an outside agency or third party.

### **How Long Do We Keep Your Personal Information?**

Your personal information is needed in order for us to run our group. After you cease to be a member your records will not be stored for longer than 12 months. We may need to hold on to your information longer if there are any unsolved legal or insurance situations. If this is the case the member/s will be informed about how long we are expecting to retain their personal data and when their information has been deleted from our records.

### **How Your Information Can Be Updated or Corrected:**

In order for us to keep accurate information about you please contact the Membership Secretary if there are any changes to your personal data: [info@u3agreystones.com](mailto:info@u3agreystones.com)

### **To find out the information that is stored by Greystones U3A:**

You can contact the Membership Secretary if you wish to view the information that the U3A holds on you. You will have to provide identification such as a passport, driving licence or household bill on request. Please be aware that there may be certain circumstances where we are not able to comply with your request, e.g. where the information may contain information connected to another individual. We will do our best to respond within 14 days of a request being made.

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### **How We Protect Your Personal Information:**

- Committee members use strong passwords
- Committee members do not share passwords with non-committee members
- Access is restricted only to committee members who need to communicate with members on a regular basis
- Laptops/PCs/Cloud systems that contain personal information are password protected
- When personal data is stored on paper it is kept in a secure place and is only accessible to members of the committee when necessary.

### **Availability of this Policy:**

This policy is available to view on our website in the Document section  
[www.u3agreystones.com](http://www.u3agreystones.com)

### **Contact:**

If you have any queries about this policy or complaints about our privacy practices, please contact us at [info@u3agreystones.com](mailto:info@u3agreystones.com)