

## SALISBURY & DISTRICT u3a

### PRIVACY POLICY

#### Introduction

Salisbury & District u3a treats your privacy rights seriously. This Privacy Policy sets out the basis on which we collect and use personal data about you.

In relation to the u3a website, the policy applies to both the members of the u3a and visitors to the site.

#### Data Protection Policy

Salisbury & District u3a has implemented a Policy to comply with requirements under the General Data Protection Regulation 2018 (GDPR) in connection with the holding and dissemination of personal data. The Committee is responsible for monitoring that this Policy is being correctly applied, and each Member is responsible for adhering to this Policy.

#### Personal Data

Salisbury & District u3a website holds some personal data about each member. This include personal information such as: Title, Names, Address, Phone Number(s), email Address, Emergency Contact Details and Special Needs to be aware of. Other data held is Membership of the National Trust, Membership of English Heritage and Claiming Gift Aid.

The Web Master; the Administrator and other Committee Members nominated by the Administrator have access to Members contact details. Non-members cannot access any of the above information. Members on 'log-in' can see the names of Group Leaders and Committee Members but not their contact details unless specifically authorised. Members are able to review and change their personal data by login to the website database.

Where an email address is provided, this will be used as the main channel for all communications.

To enable hand or postal delivery of u3a correspondence to those members without access to the internet, or who have opted not to receive correspondence by email, we retain their names and postal addresses.

Salisbury & District u3a will, for the data you provide:

- Store it securely and use it for membership purposes.
- Use it to communicate with you as a u3a member.
- Share it with group leaders for those groups of which you are a member.

## National u3a

Names and addresses of members are passed to the National Office for circulation of 'Third Age Matters' and similar publications from the National Office. This is via a secure portal. No other information from the database is made available outside Salisbury & District u3a, other than that required for Gift Aid claims from HMRC.

## Retention

Information regarding Gift Aid donations is retained for as long as required under HMRC regulations. Members authorised to receive personal information from the database must take reasonable precautions to keep this information secure and confidential. Members must take care not to disclose the information intentionally or otherwise to unauthorised parties and must ensure that any information received or gathered is destroyed once the purpose for which it was provided is fulfilled.

If a membership ceases, the contact details of that member are removed from the Database, unless retention is required for HMRC purposes.

## Cookie Policy

The Website uses cookies to distinguish you from other users of the Website. We use cookies in our website to improve its performance and enhance your user experience. Cookies are small text files which a website may put on your computer or mobile device when you first visit a site or page. The cookie will help the website to recognise your device the next time you visit. They also help us to remember you.

## Third party links

Our Website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for how they handle your personal data. When you leave our Website, we encourage you to read the privacy notice of every website you visit.



## Changes to our privacy policy

This Privacy Policy is available on the Salisbury & District u3a website or a copy can be obtained by contacting the Chair. This policy may change from time to time. Members will be informed via *The Arrow* newsletter and the monthly meetings when any material changes are made to Salisbury & District u3a's policies and procedures.

## Queries

Queries regarding this policy or use of data

If you have any questions regarding this Privacy Policy or the way we use your personal data, please contact us by email at:

[salisburyu3achair1@gmail.com](mailto:salisburyu3achair1@gmail.com)

## Adoption and Review

This policy was adopted on 13 November 2024  
Policy review date: November 2027