



It is important that both new people joining Honiton u3a, and existing members renewing, are aware that Honiton u3a will only use personal information collected in accordance with EU Data Protection requirements and with the Privacy Statement set out below:

## PRIVACY STATEMENT

### 1. Legitimate Interest

Honiton u3a has to hold certain information about our members in order to communicate with them and provide our services. The lawful basis for collecting this information is legitimate interest.

### 2. Committed to respecting and protecting privacy

Although the information collected is not regarded as sensitive, it is personal to members. It will, therefore, be stored securely and treated as private information.

### 3. Types of personal information collected

Honiton u3a will collect members' • Name • Address • Telephone number • Email address

### 4. Using your personal information

Honiton u3a will use a member's information for the following purposes: • Internal record keeping and administration. • Communicating with HMRC for the purposes of claiming Gift Aid. (Only for members in the scheme.) • Communicating with the u3a Trust for the purposes of distributing the national magazine *u3amatters*.

### 5. Third parties

- We will not sell, distribute or lease your personal information to third parties unless we are required by law.
- Membership information is not available to third parties using internet services.

### 6. Storing and managing your personal information using the Beacon system

Honiton u3a uses a cloud based membership management system called Beacon to maintain accurate and up-to-date information. It has been designed by u3as for u3as and provides a secure means of managing the day-to-day business functions of u3as.

#### Users of Beacon

Access to the Beacon system is restricted to authorised users and further controlled according to the user's role within Honiton u3a. Authorised users have agreed to follow data protection principles including: • Never to disclose privileged information. • To ensure that access to the Beacon login screen on portable equipment is password protected. • To never use a public computer to access Beacon, this being strictly prohibited.

### 7. Storing and managing your personal information in paper form

- The Membership Secretary will electronically transfer the data on submitted paper copy i.e. by members choosing not to join or renew memberships via the Beacon Members Portal described above.
- All paper copies will be stored securely by the Membership Secretary.
- Where a member does not agree to Gift Aid, the paper copy will remain securely stored until that member resigns or renews in the following year.
- Where members do not renew their membership electronically, HMRC requires Gift Aid declarations to be retained for a period of 7 years, after which the documents can and will be destroyed.

## 8. **Changes to personal information**

Personal information will not be processed or changed unless members advise Honiton u3a of the required changes.

## 9. **Sharing of information within Honiton u3a**

Information collected may be shared with group leaders. By joining a group it is assumed that a member is giving consent for their contact details to be shared with the group leader. Group leaders will only use contact details to inform group members about a group's activities. Members should notify the Membership Secretary if they do not wish their contact information to be shared with the group leaders.

## 10. **Use of photographic images of members**

It is assumed that by joining Honiton u3a a member is giving consent for their photographic image to be used on the website and for other publicity purposes. Members should notify the Membership Secretary if they do not give consent and wish to opt out.

## 11. **The Honiton u3a website**

(a) Honiton u3a maintains a website hosted by the Third Age Trust using a service called SiteWorks. Honiton u3a's webmaster is responsible for uploading and removing content and generally managing the web pages. SiteWorks maintains its own privacy policy and Honiton u3a is required to operate within the terms of that policy.

(b) The website may contain links to other websites. Honiton u3a has no control over other websites, therefore users should look at the applicable privacy statement.

(c) Honiton u3a does not use cookies. However, the web-hosting service (SiteWorks) employed by the u3a Trust may and will maintain its own cookie policy.

## 12. **Sending third party information to members**

Honiton u3a may from time to time send you general information about the Third Age Trust i.e. the National Office to which all u3as are affiliated.

## 13. **Unsubscribing**

Anyone signing up for news or information from Honiton u3a may choose to unsubscribe at any stage by contacting the Communications Officer.

## 14. **Consent**

By providing Honiton u3a with your personal information, you consent to the retention of your personal data, for the purposes mentioned above.

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

Email: [honitonu3a@gmail.com](mailto:honitonu3a@gmail.com) or speak to a member of the Committee

## **TERMS AND CONDITIONS OF MEMBERSHIP**

As a member of the Honiton u3a you have agreed to:

- Abide by the Principles of the u3a movement.
- Abide by Honiton u3a's procedures and practices.
- Always act in the best interests of Honiton u3a and the u3a movement.
- Never do anything to bring Honiton u3a and the u3a movement into disrepute.
- Abide by the terms and conditions of Honiton u3a's constitution.
- Treat fellow members with respect and courtesy at all times.
- Comply with and support the decisions of the elected committee.
- Advise the Committee of any changes to your personal details.
- Advise the Committee of any changes affecting your Gift Aid agreement.

- Abide by the u3a Members Code of Conduct, which serves to foster a positive and inclusive environment for all members.

Please be advised that Honiton u3a's Constitution can be found on our website: **honiton.u3asite.uk**. To request a printed copy please speak to a member of the Committee.