30th September 2026

SUTTON u3a PRIVACY POLICY

Sutton u3a treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you express an interest in becoming a member of u3a you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences
- emergency contact details

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via our membership forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the u3a. In order to inform you about the groups, activities and events that you can access as a member, we need to store and process a certain amount of personal data.

How do we use your personal information?

We use your personal information:

- To provide our u3a activities and services to you
- For administration, planning and management of our u3a
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our u3a activity

We'll send you messages by email, post, other digital methods and telephone to advise you of u3a activities.

Who do we share your personal information with?

We may disclose information about you, including your personal information

- Internally - to committee members and group conveners – as required to facilitate your participation in our u3a activities;
- Externally – with your consent for products or services such as direct mailing
- for the Trust magazines – Third Age Trust and Sources;

- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the u3a we will seek your consent and inform you as to who the information will be shared with and for what purpose.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform the u3a as to any changes to their personal information. You can do this by contacting our Membership Secretary, Steve Harris via our website.

On an annual basis, you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the u3a holds on you, you can make this request by contacting our Membership Secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

How do we store your personal information?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services. Your membership information is held on a database and accessed by the Chair, Vice Chair, Membership Secretary, Group Co-Ordinator and Publicity Manager.

Availability and changes to this policy

This policy is available on the website of Sutton u3a. This policy may change from time to time. If we make any material changes, we will make members aware of this via our Chair, website or Newsletter.

Contact

- If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact Lin Harris, Secretary, Sutton u3a via our website.

Signed: _____

Print Name: _____ Position: _____

Signed: _____

Print Name: _____ Position: _____