

Solihull Widney



Registered Charity Number 1180006

www.u3asites.org.uk/Solihull-Widney

Solihull Widney u3a

Data Collection - Compliance with General Data Protection Regulations (GDPR) Policy Statement

The only information we collect is

Name (Title, First Name, Surname) Address Post Code Telephone Number and e-mail address

This information is securely stored on the password-protected official u3a Beacon database and kept up to date by the Membership Secretary.

Within the group this information is shared only with committee members for the purpose of communication with the members and upon specific request with activity group co-ordinators if they are experiencing problems with communication with certain members of their group. Some Solihull Widney U3A Interest Group Leaders and Visit Organisers may have their own database (in some form) for members on their groups holding information that has been provided by the members for the purpose of communication regarding group meetings and activities.

Files containing personal information are password protected and not held on **USB Sticks**.

Any paper copies of Membership Information, including application forms and any lists printed for activities and visits, are held securely and shredded when no longer needed.

Communication to members in the group is primarily through e-mail; postal mail is used if a member does not have an e-mail address and telephone numbers are only used if a message needs to be communicated urgently.

Outside of the Solihull Widney U3A Group the committee only shares membership information with the Third Age Trust that is solely for the purpose of the distribution of the Third Age Magazine. This information consists of only members' names and addresses.

The Membership Secretary for Solihull Widney U3A is the designated Membership Information Controller.

CONDITIONS FOR THE COLLECTION AND USE OF DATA

- You are required to give consent for us to hold this information and you have the right to have any information removed or amended as necessary
- It is your responsibility to inform us if you have a change in your details.

- The information held is **only** used for Solihull Widney U3A activities and **NOT** disclosed to any commercial third party.
- You have the right to examine data held on you through a written request to the Membership Secretary
- We only collect the minimum data required for the day to day operation of our U3A business
- Information is **deleted** if you cancel your membership **unless still required** for any statutory purpose
- No information is displayed in the public domain without your individual consent (e.g. on the Membership Card).
- Any documents on our **website** containing sensitive information are **PASSWORD PROTECTED** within the members' only section (as in the case already).
- E-mails sent to members have the recipients in **BCC** (Blind Carbon Copy) so that no e-mail addresses are revealed to other members.
- Information about your rights under the new GDPR will be available on the Solihull Widney U3A website