

Data Protection and Privacy Policy for Wem & District u3a

We (Wem & District u3a) will only use personal information provided by you to us for the purposes for which it was originally provided to us. These purposes are: (1) communicating with you to provide information regarding the activities of Wem & District u3a, and (2) allowing The Third Age Trust and Wem & District u3a Group Leaders to communicate with you.

The information we keep is never sold or passed on to commercial third parties for unconnected purposes, it is only used by Wem & District u3a; The Third Age Trust and Wem & District u3a Group Leaders.

Wem & District u3a is obliged to abide by the data protection principles embodied in the Act. These principles require that personal data shall: (1) be processed fairly and lawfully; (2) be held only for specified purposes and not used or disclosed in any way incompatible with those purposes; (3) be adequate, relevant and not excessive; (4) be accurate and kept up-to-date; (5) not be kept for longer than necessary for the particular purpose; (6) be processed in accordance with data subject's rights; (7) be kept secure; (8) not be transferred outside the European Economic Area unless the recipient country ensures an adequate level of protection.

Any information that falls under the definition of personal and sensitive personal data will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual. Your data will not be disclosed to external organisations other than The Third Age Trust and with your consent.

You have the right to be told whether information exists about you, and the right to receive the information. To receive details of your personal data you should put a request in writing to the Membership Secretary. You will be required to provide Wem & District u3a with proof of ID and proof of address. Wem & District u3a will respond to any such written requests as soon as is reasonably practicable.

We may communicate with you by any of your given means of contact except where you have withdrawn your consent to be contacted in a specific way. Your data will be used for the following purposes: (1) communicating with you to provide information regarding the activities of Wem & District u3a and (2) allowing The Third Age Trust and Wem & District u3a Group Leaders to communicate with you.

We may place photographic images of members taken at events organised by Wem & District u3a; or Wem & District u3a Groups, in the Wem & District u3a Newsletter or Website unless you have withdrawn your consent.

Wem & District u3a will endeavour to ensure that all personal data held in relation to you is accurate. You can change your preferences or update your details at any time by contacting the Membership Secretary. You have the right to request that inaccurate information is erased or corrected.

Wem & District u3a will take reasonable steps to ensure that within Wem & District u3a, only the Committee Members and Group Leaders will have access to personal data relating to members where it is necessary for them to do so. All Committee Members of Wem & District u3a and Group Leaders will be made aware of this policy and their duties under the Data Protection Act. Wem & District u3a will ensure that all personal information is held securely and is not accessible to unauthorised persons.

If you believe that Wem & District u3a has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, you should contact the Chair of Wem & District u3a.

June 2024