



Privacy Statement

This privacy statement will be reviewed and updated from time to time, as appropriate.

Enquirers' Personal Information

You may have given us your personal information in view of becoming an Oxford U3A member (e.g. you ask us to provide information about the Oxford U3A). After we have responded to your enquiries, we will delete your personal information one calendar month thereafter.

If and once you become a member, please see our statement below.

Members' Personal Information

Information about you that we have already collected

- your name
- your address
- your telephone contact number (if provided)
- your e-mail address (if provided)
- your chosen subscription method and your Gift Aid election (we do not hold your bank details)

How we use your personal information

We use your information for internal Oxford U3A membership purposes and to communicate with you as a U3A member. Your information will be shared with certain other members who need it to carry out jobs necessary to the Oxford U3A's activities.

In order to receive Gift Aid benefits, we are legally required to supply your details to the HMRC.

We do not share your personal information with any other third parties, including other U3A associations and the U3A headquarters.

Your agreement with Oxford U3A

At present, for the purposes of your membership, we consider that you have agreed that the Oxford U3A can store and process the personal information as stated above. Going forward, you will be required to complete a Privacy Statement at membership renewal.



How we store your information

We will destroy **paper** copies of your application and renewal forms 2 years after the membership year they relate to. We store and backup your details **electronically with password protection**.

Within one year after your membership ceases, subject to HMRC Gift Aid requirements, we will erase your electronic personal information.

Your rights about your information

Under Data Protection regulation, you have the **right to request** that:

- we delete your personal information; but should you exercise that right, we would no longer be able to communicate with you (for example, to send you newsletters and annual renewal reminders)
- we correct any errors in the information we hold
- we provide you with a copy of the information we hold about you

Changes to this Privacy Notice

If we plan to use your personal data for a new purpose, we will update this Privacy Notice and communicate the changes to you before starting any new processing.

Responsibilities

The Oxford U3A Committee is responsible collectively for the proper processing and security of your personal information. The Committee has authorised the Membership Secretary to act as custodian of your data – collecting, storing, and controlling its use. As an example, if Member A wants to find out Member B's telephone number or e-mail address, Member A can ask the Membership Secretary to mediate. The Membership Secretary would contact Member B and seek Member B's permission to release their contact details to Member A, before doing so (if permission was given).

The Membership Secretary will report to the Committee if there are occasions where disputes and/or abnormal activities arise regarding the handling of your information. In addition, the Membership Secretary will keep records of who is in possession of the information when giving out to individuals who need it for their Oxford U3A work.

Contact for queries

If you have any questions or concerns about the above, please contact the Membership Secretary. Contact details are as follows:

E-mail: membership@u3aoxford.org.uk

Tel: 01865 559217