

Chester u3a Privacy Policy

Chester u3a takes your privacy seriously. This policy explains what personal information we collect, how we use it, and your rights.

1. What personal information we collect

When you join Chester u3a, we collect basic information needed to manage your membership. This includes:

- Name
- Address
- Email address
- Telephone number
- Gift Aid status (where applicable)
- Emergency contact details. Members should ensure that the person named is aware that their details have been shared with Chester u3a for this purpose.

We only collect information that is necessary for running the u3a.

2. How we collect your information

We collect your information directly from you, for example:

- On membership application forms
- On online registration or contact forms
- Through updates you provide during your membership

3. How we use your information

We use your personal information to:

- Manage your membership
- Organise and run u3a activities and groups
- Communicate with you about meetings, events and groups
- Administer and improve the running of Chester u3a

We will contact you by email, post or telephone as appropriate.

All volunteers who have access to personal data are expected to handle it responsibly and in accordance with this policy.

4. Legal basis for using your information

We process your personal data under the legitimate interests of running Chester u3a as a membership organisation.

In some cases, we may also rely on your consent (for example, for photographs or optional communications).

5. Sharing your information

We only share your information when necessary. This may include:

- Committee members and group leaders, where needed to run activities
- The Third Age Trust and its systems (e.g. Beacon)
- Organisations that distribute u3a publications
- Authorities, where we are required to do so by law

We do **not** share your data for marketing by external organisations.

6. How long we keep your information

We keep your information only for as long as necessary for membership and administrative purposes. In most cases, personal data will be retained for up to 6 years after membership ends, to meet legal, financial and insurance requirements.

7. Keeping your information secure

We take reasonable steps to protect your data, including:

- Using secure systems (such as the Beacon membership system)
- Limiting access to personal data to committee members and group leaders where necessary for u3a activities
- Ensuring those with access understand their responsibilities for handling personal data
- Using password protection and appropriate technical safeguards

Your data is handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

8. Keeping your information up to date

It is important that your information is accurate. If any of your personal data changes, please use the Portal on Beacon to update Chester u3a's records.

9. Your rights

You have rights under data protection law, including:

- The right to access your personal data
- The right to correct inaccurate data
- The right to request deletion of your data (in certain circumstances)
- The right to object to how your data is used

Requests should be made to the Membership Secretary, who will normally respond within one month.

10. Changes to this policy

This policy may be updated from time to time. Any significant changes will be communicated to members via the newsletter, website or meetings.

This policy was adopted by Chester u3a Committee in April 2026.

Review date: April 2029