



**Learn, laugh, live**

## Privacy Policy

### Introduction

u3a Jersey 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 Jersey you will be asked to provide

certain information. This includes:

- your name
- home address
- email address
- telephone number
- your consent for your data to be shared to the company who oversee the distribution of the Trust Magazines

### How do we collect this personal information?

All the information collected is obtained directly from you. This is at the point of your initial registration for membership or membership renewal. 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 therefore 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 you with details of our activities and services
- For administration, planning and management of u3a Jersey
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our u3a Jersey activities

We will 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 convenors – as required to facilitate your participation in our u3a Jersey activities
- Externally – with your consent, for products or services such as direct mailing for the Trust magazines, Third Age Trust and Sources

In the unlikely event that 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.

### *\*Note on use of email*

*Much of our group communication is done by email. Group convenors will send emails to people in their groups. Groups usually opt to share email addresses and everyone is happy with this as you may wish to contact individuals for whatever reason. If you do not want to share your email information within the group please contact the group convenor and please note that if you want to reply to an email consider whether or not you want to reply or reply all*

## **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 when you cease to be a member for more than 3 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, member's need to inform u3a Jersey of any changes to their personal information. You can do this by contacting the Chairman by writing to the address shown below or by email using the links on the u3a Jersey website Contact Page.

Chairman U3A Jersey, La Rochelle, Bellozanne Road, St Helier, JE2 3JW Tel: 07797 848823

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 the Chairman (see details 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?**

Your information is held as data on computers managed by Committee Members and Convenors. It is also held for products or services such as direct mailing for the Trust magazines, Third Age Trust and Sources

## **Availability and changes to this policy**

This policy is available to view on our website. This policy may change from time to time. If we make any material changes, we will make members aware of this via our 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 the Chairman by writing to the Chairman U3A Jersey, La Rochelle, Bellozanne Road, St Helier, JE2 3JW by telephone Tel: 07797 848823 or by email using the links on the U3A Jersey Website Contact Page.

This Policy has been ratified by the Committee of u3a Jersey on [enter here when agreed](#)