

PRIVACY POLICY

This policy was adopted by the Trustees on 04 May 2018 and was last reviewed in May 2023.

Introduction

Ilkley and District u3a treats your privacy rights seriously. This privacy notice sets out the way we process your personal information and how we use it. We will always refer to this policy when we ask for your consent. The Data Controller is the Management Committee of Ilkley & District u3a.

How we collect your information

We collect your personal information when you complete an enrolment or renewal form either online or on paper. Personal information is information that could identify, or is related to the identity of, an individual.

Data we gather

Upon joining, we ask you to provide:

Your full name and postal address

A telephone number (mobile and/or landline)

An email address

We require this information in order to provide our activities and services to you. At various times, we may communicate with you by post, email and/or telephone to advise you of u3a activities and to manage your membership.

Optionally, and at your discretion, you may also provide your year of birth and a digital photograph.

How we store the information

Our membership records are held securely in an electronic membership management system. We use commercially available web-based software provided by a Canadian Company called Wild Apricot. The company stores the data securely in a cloud-based platform. They have updated their systems to make them compliant with the new European law on data protection that came into force on 25 May 2018. There is very little material difference between the EU GDPR and the UK GDPR, so

organisations that process personal data should continue to comply with the EU GDPR's requirements after December 2020.

Access to our electronic management system is strictly controlled by our Data Protection Officer. Only named trustees and volunteers have access to some or all of the data we hold; access is necessary for them to carry out their duties. We review and update who has access annually.

How we use the information

1. Administration of your membership

We will use the information you have provided to communicate with you and to administer your membership. This includes, but is not limited to, monitoring your subscription payments, give you notice of Annual General Meetings and informing you of u3a activities.

2. To provide you with a copy of Third Age Matters (optional)

If you wish to receive Third Age Matters, the national u3a magazine, we will upload your name and postal address together with those of other members via a secure online portal direct to the printers. We ask for your explicit consent to do this.

3. To monitor, develop and improve the provision of our u3a activity

Where appropriate, we use your anonymised data for statistical purposes, e.g. to keep track of where our members come from. We also monitor demand for new and existing activities.

4. Other

We never sell your data to third parties. We will only share your data with a third party if it is necessary to do so in order to provide a service to you (see next section for further details) or manage any aspect of your membership.

Sharing your data with other organisations

Community Action Bradford and District (Ilkley Office)

When we post something to you, we pass your name and address electronically to Community Action Bradford and District (Ilkley Office) so they can print the labels. The files we transfer are password protected.

Third Age Trust

For members who wish to receive Third Age Matters, we upload names and postal addresses directly to the printers via a secure online portal (see above).

HMRC

If you Gift Aid your subscription, we include your name and address in a spreadsheet that we upload to HMRC via a secure online portal in order to make our claim for a refund of 25% of your subscription.

How long your information is kept

We retain your details in our electronic membership management system for a year after your membership lapses in case you decide to re-join in this period. If you prefer, you can ask the Membership Secretary (contact details below) to delete your record immediately.

If you submitted your enrolment or renewal on a paper form, we will retain the form for one month before destroying it.

Your rights

You have the right to ask us, in writing, for a copy of all the personal data held about you. This is known as a “subject access request”. If you wish to receive a copy, please come to one of our regular Drop-In sessions at the Clarke Foley Centre in Ilkley (dates on our website) and bring a form of identification with you.

Alternatively contact one of the trustees who will arrange to meet, e-mail or phone you, or contact the Data Protection Contact, Neil Stevens on data@ilkleyu3a.org

Updating and amending your personal information

If the information we hold about you needs amending (for example, a new address) you can change it yourself by logging in to our website using your password.

Alternatively email our Membership Secretary who will make the changes for you. Please see contact details below.

Cookies

What is a cookie?

A cookie is a small data file placed on your computer or other device’s hard drive. Cookies do not store personal information about you, just information identifying your device. The cookies used by Wild Apricot, the firm which hosts our web pages, are listed on their website.

How we use cookies

We use cookies to authenticate members when they login to our website. The cookies identify your device to the website when you make subsequent visits.

Contact details for the Membership Secretary

Postal address: Mrs Jean Smith, 6, Lisker Avenue, Otley. LS21 1DG

email address: membership@ilkleyu3a.org

You can leave non-urgent requests in the u3a post box in the Clarke Foley Centre.