



The Bray Heads U3A Privacy Policy

Context

The Bray Heads U3A (hereafter TBH-U3A) 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.

Prepared by

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Date Approved by Co-ordinating Team

16 September 2019

Date of next review:

By 16 September 2020 and annually thereafter

What Personal Information Do We Collect?

When you express an interest in becoming a member of the U3A you will be asked to provide certain information. This includes:

- Name
- Email address
- Mobile phone number
- Photograph
- Town/area of residence
- Type of membership (individual or couple)
- Brief description of yourself
- Areas of interest

How Do We Collect This Personal Information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data.

Your consent is required in order to ensure our compliance with data protection legislation.

How Do We Use Your Personal Information?

We use your personal information:

- To provide our TBH-U3A activities and services to you.
- To send carefully selected information which may interest you.
- For administration, planning and management of our U3A.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our U3A activities.

We'll send you messages by email, and via the TBH-U3A website (<https://www.thebrayheads3a.ie/>) to advise you of TBH-U3A activities.

With Whom Do We Share Your Personal Information?

We may disclose information about you, including your personal information:

- Internally - to committee members and activity leaders – as required to facilitate your participation in our U3A activities.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Your name, and that of your partner if registered as a couple, a photograph, your town/area of residence and a brief description of yourself as supplied on the Membership Registration Form will be with other members in the Members Only section of the web-site. Your email address and mobile phone number will only be shared with other members if you give explicit consent for them to be shared.

The personal information which is stored in the Members' Only section of the database is for the use of the Group only and must not be disclosed to anyone outside the Group without the express consent of the individual whose information is being disclosed.

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 for longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the 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, members need to inform the TBH-U3A as to any changes to their personal information. You can do this by contacting the Membership Co-ordinator at any time:

Email: info@thebrayheads3a.ie

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Co-ordinator – as detailed 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 another individual 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?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your membership information is held in a membership database which can only be accessed by Co-ordinating Team members and activity leaders – as appropriate.

Availability and Changes to This Policy

This policy is available on our website www.thebrayheads3a.i. This policy may change from time to time. Members will be notified of any material changes.

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 Membership Co-ordinator.

Email: info@thebrayheads3a.ie