



Monmouth U3A Privacy Policy May 2018

Monmouth U3A is a registered charity no 1090124, and we have made changes to the Monmouth U3A Privacy Policy to comply with the new Data Protection Regulations. We may update or amend our Privacy Policy from time to time, and changes will be notified to members and posted on the website.

Personal Data stored for membership purposes

Monmouth U3A is the controller of any personal data described in this Privacy Policy. When a member completes a Monmouth U3A membership form, they will be asked for their consent to allow their personal details to be entered on a password protected Excel spreadsheet and stored on a webpage with electronic security safeguards. Gift Aid forms are retained as required by HMRC. Convenors of a group may ask for permission to collect contact details and these will be stored securely by the Convenor and deleted when a member no longer attends a group. When members give consent for personal information to be held, they will be informed how they can access, correct, or delete the information. Members can contact Monmouth U3A by email at: monmouthu3a@gmail.com or via the Contact Us page on the www.monmouthu3a.com website if they have privacy related questions about their personal information.

Use of Your Information

The name and address of a member may be used to post information about the AGM, membership details and the Monmouth U3A magazine. Monmouth U3A will email members a monthly bulletin and contact members occasionally with information about Monmouth U3A, for example: theatre trips. Monmouth U3A Convenors may ask for emails and telephone numbers to keep their group updated about activities. Sometimes photographs may be included in the annual magazine or the Monmouth U3A website and members will be asked for consent. A member may at any time withdraw their consent by contacting monmouthu3a@gmail.com

Cookies

The website uses cookies to analyse data that does not identify visitors but records use of the website and helps Monmouth U3A to improve the content. Any visitor to the website can disable cookies by setting their web browser to refuse them.

Disclosure and Retention of Your Information

Access to any information given by members is limited to Officers, Committee Members of Monmouth U3A Convenors on a need to know basis, and a Printing Company for mailing purposes. Passwords are changed regularly. Personal information is retained for a maximum of 15 months or until membership is renewed. Information giving Monmouth U3A permission to claim Gift Aid is retained for 7 years as required by HMRC.