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Hammersmith & Fulham U3A

DATA PROTECTION AND PRIVACY NOTICE - SUMMARY

This is a one page summary. The full document is available on our website or on request to a Committee member.

What information do we ask for?

- We ask for your name and contact details. Optionally, you may also complete a Gift Aid declaration. As a minimum we need your name, postal address and one of phone number or email.

What will we do with this information?

- administer and maintain membership records and subscriptions
- provide information to you such as newsletters
- pass you name and addresses to the publishers of Third Age Matters;
- submit returns to U3A national office, the Third Age Trust;
- provide Gift Aid returns to HMRC (if applicable to you)

Our Obligations

- We take appropriate measures to secure and protect your data
- We will not share any of the information you provide with any third parties for marketing or any other purposes
- Access to your data is restricted to U3A Hammersmith & Fulham committee members and Group Convenors for specified purposes.

How do we keep your data?

Your details are held as paper forms, our Membership Secretaries' computers and on the U3A's Beacon computer system.

On leaving Hammersmith & Fulham U3A, your data will be kept for no longer than 12 months. By law, Gift Aid submissions are kept 6 years.

You can request to see your data and have it corrected or removed by writing to the Membership Secretary. Note that the removal of some data will change your membership status.

Revision History

Version	Date	Author	Change
V1	2018.05.01	Graham Tigg	Created