



Dear Member

March 2016

Kings Hill U3A is committed to protecting our members' personal information and so will always keep you informed when there are any changes to the personal data we collect, where we store the data, and with whom we may disclose it.

You should be aware that we are currently moving our membership records across to a new management system named BEACON. This system has been developed "in house" by the U3A and is now being used by more than 30 U3A groups in the UK with many more waiting to go live.

As an organisation we are not required to be registered under The Data Protection Act 1998. We are a not-for-profit organisation using collected data only for the purpose of establishing and maintaining membership records and for administering the activities of groups/individuals therein. However, we aim to comply with the Act's general principles.

The Membership list held on the new system will be used for matters solely to do with the efficient management and administration of Kings Hill U3A. These include, but are not limited to, notification to HMRC of those members who have made a Gift Aid declaration, providing members' names and addresses to the National Office of the U3A for mailing purposes (U3A quarterly magazines etc).

On registration of membership of Kings Hill U3A, we collect the following information that Members provide:

- First Name(s)
- Surname
- Full postal address
- Home telephone number
- Mobile number (optional)
- Email Address
- Gift Aid status
- Membership of other U3A branches

This data is now stored on the U3A Beacon system. U3A Beacon is an on-line facility for managing U3A local associations, particularly with regard to membership, finance and groups. It is located at <https://u3abeacon.org.uk> and is accessed by username and password, allocated by each U3A site administrator. Access is strictly limited and only the Membership Secretary can access and edit the full database. The Chairman and the Treasurer are able to view member's details but cannot edit them or make changes. Group conveners can access only basic contact details of their own group. With Beacon you will be pleased to that know our data is undoubtedly stored more securely than in the past.

All U3As are co-hosted on the same server, with comprehensive security arrangements to ensure that the data of each U3A is effectively isolated from that of all others. Moreover, the encryption key used to encrypt sensitive data fields is different for every U3A.

If you have any queries regarding this, or wish to request a copy of your information held on the database, please contact the current Membership Secretary contact details for whom are listed on the Membership Booklet and on the Contacts page of our website.

Kind regards

Karen Usher

Chairman