

PRIVACY NOTICE

Data protection law in the UK and EU will change on 25 May 2018. This notice sets out your rights as a member Kings Hill & District U3A (KHADU3A).

This notice comes into effect on 25th May 2018 and updates our previously issued privacy notice.

This privacy notice tells members what to expect when KHU3A collects, uses, retains and discloses your personal information. Personal information is information that (on its own or together with other information) identifies you and is about you. This includes what you tell us about yourself and what we learn by having you as a member.

To ensure that we process your personal information fairly and lawfully, this notice informs you:

- Why we need your personal information;
- How it will be used;
- With whom it will be shared;
- What rights you have
- What rights you have in relation to the personal information we collect.

OUR COMMITMENT TO YOUR PRIVACY

KHU3A recognises the importance of protecting personal and confidential information in all that we do and takes care to meet our legal duties. KHU3A puts in place all reasonable technical, security and procedural controls required to protect your personal information for the whole of its life, in whatever format we hold that Information In.

HOW THE LAW PROTECTS YOU

Your privacy is protected by law, which says that we can use your personal information only if we have a proper reason to do so. This includes sharing it outside of KHADU3A.

The reason why KHADU3A may process your personal information are:

- To fulfil a contract we have with you;
- When it is our legal duty
- When it is in our legitimate interest; or
- When you consent to it

A legitimate interest is when we have a business or commercial reason to use your information, but this must not unfairly go against your rights or freedoms. If we rely on our legitimate interest, we will tell you what that is.

Below is a list of the ways that we may use your personal information, and which of the reasons we rely on to do so. This is also where we tell you what our legitimate interests are.

WHAT WE USE YOUR PERSONAL INFORMATION FOR	OUR REASON(S) FOR PROCESSING	OUR LEGITIMATE INTERESTS (WHERE APPLICABLE)
<ul style="list-style-type: none"> To manage our relationship with you To communicate with you about your membership or KHADU3A 	<ul style="list-style-type: none"> Our legal duty Your consent Our legitimate interests 	<ul style="list-style-type: none"> Keeping our records up to date Seeking your consent when we need it to contact you Being efficient about how we fulfil our legal and contractual duties
<ul style="list-style-type: none"> To administer payments relating to membership To administer payments relating to outings and other events 	<ul style="list-style-type: none"> Fulfilling contracts Our legal duty Our legitimate interests 	<ul style="list-style-type: none"> Being efficient about how we fulfil our legal and contractual duties Complying with regulations that apply to us
<ul style="list-style-type: none"> To detect, investigate, report and seek to prevent financial crime To manage risk for us and our members. To comply with regulations that apply to us To respond to complaints and seek to 	<ul style="list-style-type: none"> Fulfilling contracts Our legal duty Our legitimate interests 	<ul style="list-style-type: none"> Developing and improving how we deal with financial crime Complying with regulations that apply to us Being efficient about how we fulfil our legal and contractual duties
<ul style="list-style-type: none"> To run our group in an efficient and proper way. This includes managing our financial position and communications. 	<ul style="list-style-type: none"> Our legal duty Our legitimate interests 	<ul style="list-style-type: none"> Complying with regulations that apply to us Being efficient about how we fulfil our legal and contractual duties
<ul style="list-style-type: none"> To exercise our rights as set out in agreements or contracts 	<ul style="list-style-type: none"> Fulfilling contracts 	

WHAT TYPE OF PERSONAL INFORMATION DO WE HANDLE

We process personal information to enable us to run KHADU3A, provide services to our members and to maintain our accounts.

The types of personal information we use include:

- Personal details such as names, addresses, telephone numbers and email addresses
- Any consents which you have given us in relation to the processing of your information;

WHERE WE COLLECT PERSONAL INFORMATION FROM

We may collect your personal information from the following sources:

- Personal information you give to us when you join KHADU3A
- When you update your membership information

IF YOU CHOOSE NOT TO GIVE PERSONAL INFORMATION

We may need to collect personal information by law, or under the terms of a contract we have with you.

If you choose not to give us this personal information, it may delay or prevent us from meeting our membership obligations. It may also mean that we cannot provide you with membership of KHADU3A. We will notify you if your choice not to give personal information to us would result in a delay or prevent us from meeting our obligations.

WHO WE SHARE YOUR PERSONAL INFORMATION WITH

We may share your personal information with third parties for these reasons:

- Legal and regulatory compliance
- Complaints handling
- Provision of U3A publications

MARKETING

We may use your personal information to tell you about relevant U3A events being offered by KHADU3A and other U3A groups. This is what we mean when we talk about 'marketing'.

We can only use your personal information to send you marketing messages if we either have your consent or a 'legitimate interest'. Legitimate interest is when we have a business reason to use your information for marketing purposes (which will not unfairly go against your rights and freedoms). In other words, we will not market to you based on legitimate interest if you have told us that you do not want to receive such marketing.

We have a legitimate interest to:

- Send you the U3A magazine by post;
- Send you marketing messages about KHADU3A
- Contact you via telephone or email to welcome you to KHADU3A or to discuss your membership if you decide to leave KHADU3A and

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will keep your personal information for as long as you are a member KHADU3A

After you stop being a member we may keep your personal information for up to 1 years for one of these reasons:

- To respond to questions or complaints; -
- To show that we treated you fairly; or
- To maintain records according to legal requirements and documented business need

If you have elected to Gift Aid your membership fees we are required by law to keep your records for 7 years

LETTING US KNOW IF YOUR PERSONAL INFORMATION NEEDS UPDATING

You have the right to question any information we hold on you that you think is wrong, out of date or incomplete. If you do, we will take reasonable steps to check its accuracy and correct it.

If you need to update your contact details you can do so by contacting the Membership Secretary.

IF YOU WANT US TO STOP USING YOUR PERSONAL INFORMATION

You have the right to object to our use of your personal information, or to ask us to delete, remove or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and the 'right to erasure' (or 'right to be forgotten').

IF YOU WANT US TO ERASE YOUR PERSONAL INFORMATION

If you feel that we should no longer be using your personal information, or that we are illegally using your data, you can request that we erase the personal information we hold on you. When we receive your request, we will confirm whether the personal information has been deleted or tell you the reason why it cannot be deleted There may be legal reasons why we need to keep your personal information.

If you want to request that we erase your personal information, please contact the Membership Secretary

OBTAINING YOUR PERSONAL INFORMATION IN A PORTABLE FORMAT

You have the right to get copies of your personal information from us in a format that can be easily re-used You can also ask us to pass on your personal information to other organisations. To request this, please contact us using the details above.

YOUR RIGHT TO COMPLAIN

If you are not satisfied with our response or believe that we are not processing your personal information in accordance with the law, you can complain to the Information Commissioner's Office