



Paisley and District u3a

Privacy Policy

Purpose

To provide a standard and clear policy for members of Paisley and District u3a which sets out how, and why, personal information and data is collected and processed. The processing of personal data is governed by the General Data Protection Regulation (GDPR). Personal information and data is information that could identify, or is related to, the identity of an individual.

Scope

This policy applies to all members of Paisley and District u3a, ie members of the Committee, Group Leaders, members and, where appropriate, potential members. The policy describes who is responsible for the personal data that is collected; what data is collected about you; how your data is used; to whom it may be disclosed; individual's rights and choices in relation to their personal data and its use.

General Guidelines

Paisley and District u3a respects the privacy rights of its members and takes its legislative responsibilities very seriously. Personal information is collected and used primarily for the purpose of communicating with members about Paisley and District u3a business and activities. Paisley and District u3a is recognised as the Data Controller and legally responsible for complying with the General Data Protection Regulations. How personal information is collected

All personal information collected is obtained directly from members. This is usually at the point of initial registration. The information is collected on membership application forms or online contact forms. When personal information is provided, consent to store and use the information is requested, as required by GDPR.

What personal information is collected

Individuals interested in joining Paisley and District u3a will be asked to provide specific information including:

- Name and Postal address
- Telephone number – Landline and/or Mobile
- Email address, if available

- Emergency Contact Name and Telephone Numbers(s)
- Subscription preference, i.e. Individual, Joint or Affiliate
- Included on mailing list for u3aMatters magazine
- Consent preference for photographs with their image being used in Paisley and District u3a newsletters, website and other media releases for the promotion of the u3a.

How personal information is used

Personal information and data is used for various important business purposes:

- to provide u3a activities and services
- for administration, planning and management purposes
- to communicate with members about group activities
- to monitor, develop and improve the provision of u3a activities
- to administer membership records
- to provide members with u3a newsletters and magazines

Communications may be by email, other digital methods, telephone or post to ensure effective and efficient engagement with members regarding u3a activities and events.

How personal information is shared

When it is necessary, and beneficial for members, personal information will be shared with:

- u3a Committee Members and Group Leaders – to facilitate members’ participation in u3a activities
- providers of products or services, whose security credentials have been approved, such as the direct mailing company that distributes the u3a’s magazine – Third Age Matters
- external organisations to whom u3a has a statutory duty to disclose personal information or data. Members will be notified of such requests and permission requested

How personal information is stored

Personal information is stored on u3a’s computerised database system, known as Beacon, which is widely used throughout the u3a organisation. Paisley and District u3a’s system is administered by a designated member of the Committee and access to the database is restricted to Committee Members and Group Leaders as appropriate.

How personal information is corrected or amended

To ensure personal information is correct, members are requested to notify the Membership Secretary of Paisley and District u3a of any changes required. Annually,

members will have the opportunity to update personal information when renewing membership.

Members can request to view their personal information by contacting the Membership Secretary. There may be circumstances when this request cannot be granted, eg where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise, requests should receive a response within **one month**.

How long is personal information retained

Personal data will be retained for different periods of time depending on the nature of the information, the purpose for which it was collected, any legal obligation and/or business reason to retain it.

Retention periods may be extended where there is a need to preserve and use personal data for the purposes of bringing or defending a legal claim. In such circumstances, personal data will be retained for as long as necessary to deal with the legal proceedings.

Records are reviewed on an annual basis when data that is no longer required is deleted.

Individual rights

Unless subject to an exemption under GDPR, in relation to personal data, individuals have the following rights to:

- request a copy of their personal data held by Paisley and District u3a
- request that Paisley and District u3a corrects any personal data if it is found to be inaccurate or out of date
- request personal data is erased where it is no longer necessary for u3a to retain it
- withdraw consent to processing of personal data at any time
- in specific circumstances, request that the u3a provides the individual with his/her personal data and, where possible, to transmit that data to another data controller
- where there is a dispute in relation to the accuracy or processing of personal data, request a temporary restriction is placed on further processing while the dispute is being resolved
- lodge a complaint with the Information Commissioner's Office

Availability and changes to this policy

This policy will be reviewed on a regular basis and may be amended.

Where changes are material, members will be notified and signposted to the revised policy document.

If Paisley and District u3a requires to use personal information for a purpose not covered by the Data Protection Notice, then members will receive a new notice explaining the reasons for the change and how the requested information will be stored, processed and used.

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| Policy Approved by Executive Committee | 2 nd May 2025 |
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