

u3a Dacorum Privacy Policy

u3a Dacorum (hereafter 'u3a') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information': that which could identify you, or relates to your identity. In case of dispute English law applies.

What personal information do we collect?

As a member of u3a Dacorum you will be asked to provide certain information. This includes:

- Name.
- Postal address.
- Email address.
- Telephone number.
- Gift Aid (consent to collect gift aid).
- TAM magazine (where applicable to receive TAM magazine).
- Date of Birth for Trustee Members only.

How do we collect this personal information?

The above information is obtained directly from you at the point of your initial registration or via membership forms. This information will be updated on your request or with information provided by you on the annual renewal form. If you become a Coordinator, Trustee or Non-Trustee Committee Member additional information saying how much information you consent to being made public on the web will be asked for, including in the Digest Coordinators phone numbers. (Trustee are voted into post at the AGM. Non-Trustee Committee members fill roles that share the workload of the Committee.) We note when payments are received in our bank account or cheques paid in

How do we use your personal information?

We use your personal information:

- To provide the u3a activities and services to you.
- For administration, planning and management of the u3a.
- To communicate with you about your group activities.
- For members to contact you, if you are a Group Coordinator or Committee Member.
- To monitor, develop and improve the provision of the u3a activities.
- For any statutory reasons that may arise.

We will send you messages by email, other digital methods, telephone and post to advise you of u3a activities.

On what basis do we keep this information

When you become a member, there is effectively a contract between you and the u3a. To fulfil the contract the u3a needs to process data:

- that is necessary to fulfil our contractual obligation;
- that the member might reasonably expect.

With whom do we share your personal information?

We may disclose information about you, including your personal information:

- Internally
 - To Committee Members and Group Coordinators, as required to facilitate your participation in our u3a activities.
- Externally
 - Mailing – Name & Address is given to external providers for mailing the u3a magazine (Digest) and the Trust Magazines (Third Age Matters).
 - Email – Name and Email Address is given to external providers to allow bulk email to be sent notifying members of information about u3a activities, or to facilitate digital voting for the AGM. Since 2020 we have used the TAT Beacon Membership Management system to manage our membership, which TAT has contracted to a third party.
 - Website – If you are a Coordinator or Committee Member, you will have a group123@u3adacorum.org or function@u3adacorum.org styled email address, which will be forwarded to an existing personal email address. You may also access the account directly if you request it. You will also be asked to decide whether you wish your phone number and name to be shown. You may choose either, both or neither. In all cases where you do not consent, people will be directed to the Digest magazine, which contains these details for all coordinators. An Additional Privacy Consent Form will be used for this.
 - Charity Commission – If you are a Trustee, the Charity Commission requires and retains your full name, address, date of birth and contact details (email or phone). Your name will be on view to the public. If you are the occupier of the registered address (usually the Secretary) your address will also be on display.
 - Third Age Trust (TAT) – When you take up certain roles within our u3a, we provide the Third Age Trust with your name, and u3a email address. The roles are Chair, Secretary, Treasurer, Membership contact, Website editor, Group Co-ordinator, publicity, and Beacon Admin. TAM has Membership Sec & Beacon. Brand shop has Publicity & Beacon.
 - Statutory – when we have a statutory duty to disclose it for legal and regulatory reasons.

Where such systems are used, the Committee will carry out the appropriate diligence to judge that their digital and physical systems and procedures are secure.

Receipt of the Third Age Trust Magazine and being included on the Email List are optional facilities. If a member does not want these, their data will no longer be sent to the relevant external bodies.

For how long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 7 years. The exceptions to this are instances where there may be tax, legal or insurance circumstances that require information to be held for longer. Where this is the case then the member(s) will be informed, on request, how long the information will be held for and when it is deleted.

How your PERSONAL information can be updated, corrected or removed

To ensure the information we hold is accurate and up to date, members need to inform the Membership Secretary of any changes to their personal information.

Members can do this by contacting the membership secretary at any time:

- Email: members@u3adacorum.org

Group Coordinators who wish to change the contact information that is displayed on the website for their groups should also inform groups@u3adacorum.org.

Members will have the opportunity to update personal information via the annual membership renewal form, or at any time. Should you wish to view the information that the u3a holds on you, you can request it by contacting the membership secretary. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise, we will usually respond within one calendar month of the request.

If you opt to display consensual information on the web, you can ask webadmin@u3adacorum.org for it to be removed at any time, and we will remove it. You should be aware that any information shown on the web will be collected by search engines, and we are unable to remove that. However, the information will usually expire shortly after a web page is updated.

How do we store your personal information?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

In June 2020 membership data was transferred to the Third Age Trust (TAT) Beacon system. The TAT Privacy Policy is at: [u3a - Third Age Trust Privacy Policy - U3A-ISMS-DOC-023](#).

The TAT has contracted the operation and maintenance of Beacon to a third party within the UK. The Beacon Terms and Conditions are available at the TAT website. They should be read in conjunction with this Privacy Policy.

Our internet and website hosting provider is <https://Jolt.co.uk> and provides website, email, and encrypted communication and repository services from servers located in the UK.

u3a Dacorum Beacon Admin

It is required by the Beacon Terms and Conditions that the u3a Dacorum Beacon Administrator who applies this policy is an u3a Dacorum Trustee or a non-Trustee Committee Member approved by the Trustees.

Email Communications

All emails sent by Committee Members and Group Coordinators to members should be sent as Blind Copies (BCC), so that members personal email addresses are not revealed. The only exception is when those concerned have agreed that to facilitate discussion, BCC is not necessary. The website currently uses forms to hide email addresses. u3a emails are then forwarded to private email addresses.

Proxy voting

We use LimeSurvey for proxy voting at the AGM. Names and email addresses are used to manage the process, and LimeSurvey places a short-term cookie on your device to control your access. Once voting is complete all personal data and cookies are removed.

Availability and changes to this policy

This policy is available from the u3a Dacorum Website or by request to the Secretary. (Contact details are in the Digest and on the website.) This policy may change from time to time. If we make any material changes, we will make members aware of this via the Digest and the monthly Members' Meetings.

Schematic of Information Requirements

The table below shows the information required for the different roles within the u3a. All roles are filled by members and the Members' column applies to everyone.

	All Members Basic Data	Coordinator Additional Data		Committee Non-Trustee Additional Data		Trustee Additional Data		
	Database	Digest	Web	Digest	Web	Digest	Web	Other
Name	LI	LI	C	LI	C	LI	LI	-
Address	LI	-	-	-	-	Reg	Reg	-
Phone, SMS	LI	LI	C	C	C	LI	LI	-
Email	LI	Indirect	Indirect	Indirect	Indirect	Indirect	Indirect	-
Digest Yes/No	LI	-	-	-	-	-	-	-
TAM Yes/No	LI	-	-	-	-	-	-	-
Gift Aid	LI	-	-	-	-	-	-	-
Photo with name	-	-	-	C	C	C	C	-
Charity Commission	-	-	-	-	-	-	-	LO
Third Age Trust	-	-	-	-	-	-	-	LI

Key

LI: Legitimate Interest

C: Consent

Indirect: Indirect email transmission using web forms and an intermediate mailbox. Personal email address is hidden.

LO: Legal Obligation

Reg: Registered address [usually Secretary's address]

All members must provide the minimum of information shown above on the grounds of legitimate interest or legal obligation, because we cannot operate without it.

Coordinators may provide contact information such as a telephone number, that will be published in the Digest, but consent is required if this information is to be on the website. All email addresses that are published are indirect eg group123@u3adacorum.org or chair@u3adacorum.org. All email is then redirected to a private address, or the person may be

provided with direct mailbox access. We use forms on the website, so that email addresses cannot be harvested by robots.

Committee Associates are treated in the same way as Coordinators.

Trustees are considered in the same way as Coordinators, but their name, date of birth and contact details are required by the Charity Commission. Trustees will have their name and role added to the web site, and additionally may have their photo added. Such named photos are subject to their consent

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please email: Secretary@u3adacorum.org.

This policy was adopted on: July 2022 and reviewed and revised 28 July 2026

Policy review date: 2029

Privacy Policy		u3a Dacorum
Version 1	July 2022	
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