Privacy Policy

1.0 Newmarket U3A treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

1.1 What personal information do we collect?

When you express an interest in becoming a member of Newmarket U3A you will be asked to provide certain information. This includes:

- your title and name
- home address
- email address
- telephone numbers
- emergency/next of kin contact information (for external trips/events only).
- consent for photographs, to be displayed on Newmarket U3A website or other use and archived

We collect this personal information via the **Membership Application Form** or on our member portal.

1.2 All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership form or an online version of this contact form. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the Newmarket U3A, in order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data.

We use your personal information:

- To provide our U3A activities and services to you
- For administration, planning and management of our U3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our U3A activities
- For delivery of the Trust publication – U3A Matters (if expressly subscribed for by you).

We may send you messages by email, post, other digital methods and telephone to advise you of U3A activities.

1.3 Group Mailings

Emails to executive committee members or Group Leaders will normally be: To or Cc unless a member specifically advises they do not want their email address exposed to these group members. Emails to large Groups such as the entire Newmarket U3A membership should use Bcc (Blind copy) option. Alternatively large mailings may utilise a third party platform provided by the Third Age Trust (Beacon).

When Group Leaders are emailing their group members they should use Bcc. Emails between executive committee and Group Leaders will normally be: To.

1.4 We do not share your information outside the Newmarket U3A (except as below).

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

- internally - to executive committee members and Group Leaders – as required to facilitate your participation in our U3A activities;

- externally – with your consent for products such as direct mailing for the Trust magazines – Third Age Trust and Sources; or services such as event providers;
- if we have a statutory duty to disclose it for other legal and regulatory reasons;
- to HMRC where a member has opted to register for Gift Aid.

1.6 U3A MAIN DATA CONSIDERATIONS

Where we need to share your information outside of the U3A we will seek your consent and inform you as to who the information will be shared with and for what purpose.

Any person holding membership data shall be a Newmarket Executive Committee member or Group Leader or a third party platform (Beacon) provided by the Third Age Trust.

Forms will be very clear that membership data will be held securely, and used only for contact purposes or to circulate information about the Newmarket U3A and our activities.

Data will be kept up to date with accurate information.

Executive Committee Members/Group Leaders:

- must delete and destroy personal information as soon it is administratively possible when a member leaves. However, this will not include gift aid and financial records, which legally have to be retained for a minimum of six years.
- must keep the number of executive committee members holding (or accessing) the full membership database to the absolute minimum. All efforts must be taken to ensure access to membership data is restricted to only whatever is necessary. When Group Leaders require contact information, the best way to achieve this is for them to request only what is necessary directly from their group members.
- must use passwords that protect the membership database which must be strong, at least 12, preferably 16 letters, containing upper and lower case, letters and numbers. Avoid the temptation to use recognisable words and take all reasonable precautions to keep that password secure.
- must avoid creating hard copies of membership data.

1.7 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 [1] 24 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

[1] Except for HMRC, if you are paying under the Gift Aid scheme, when data will be held for 6 years.

1.8 How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform the U3A of any changes to their personal information. You can do this by contacting the membership secretary via the website or in writing. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the membership secretary via the website or in writing (address on membership form). 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 other individuals or for legal, investigative or security reasons. Otherwise, we will usually respond within 21 days of the request being made.

1.9 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. Security measures include technological measures. Your membership information is held on a database/spreadsheet and accessed by Executive Committee Members and Group Leaders – as appropriate. In the event that the Executive Committee determine to utilise a third party platform provided by the Third Age Trust (Beacon) then the appropriate steps to protect the data in the third party system will be undertaken.

2.0 Availability and changes to this policy

This policy is available on Newmarket U3A website. This policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter— or E-News or any other written means and the monthly members' group meetings.

2.1 Attendance at Meetings (Speaker Meetings)

Attendance at large meetings normally excludes monthly group meetings with their Group Leader but includes Speaker Meetings and the A.G.M. Since the Health and Safety at Work Act 1974 requires large meetings of groups to list people attending so that they can be accounted for in the event of an emergency evacuation of the premises, the Speaker Secretary/ of the meeting should provide an attendance sheet with a statement at the top stating: 'Please print your name clearly'. (Note: this form will be provided by the Executive Committee). The Speaker Secretary should keep this list for three months. Events such as Come and Meet your U3A, where people are entering and leaving on an ad hoc basis will not have attendance lists but will record the number of members of the Newmarket U3A and non-members attending which shall be kept for one year by the Newmarket U3A Secretary.

2.2 This Privacy Policy to be reviewed every two years.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us via our website.

The above Privacy Policy was adopted by Newmarket U3A at its Executive Committee meeting on 21 October 2024.

Signed G Cornwell

Chair

Date 19th October 2026

Review date: October 2028