

Doc: Yate & Sodbury District U3A Privacy Policy	Date: 15 Dec 2025
Ref: Y&S U3A 006	Issue: 2.3

Document Control

Document Title: Yate & Sodbury District U3A Privacy Policy

Document Number: Y&S U3A 006

Issue: 2.3

Date: 15 December 2025

File Name: 251215 Yate & Sodbury U3A Privacy Policy v2.3

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Document Approved By:	Patrick Mills	Signature and Date:	12 December 2025
Document Released By:	Lute van der Park	Signature and Date:	15 December 2025

Change Record

Issue	Date	Section(s) Affected	Description of Change/Change Request Reference/Remarks
2.0	18/4/2018	all	Publication on Y&S U3A Website
2.1	22/2/2020	all	Added header, footer, document and change record. Minor spelling adjustments. Updated contact details to email via U3A website.
2.2	3/2/2021	All	U3A to u3a, approver updated, add monthly noticeboard, minor text updates.
2.2	3/8/2022	All	Reviewed, no changes, new review date.
2.3	15/12/2025	All	Emergency contact, links, reformatted, new review date

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Yate and Sodbury District U3A Privacy Policy

The Yate and District U3A, charity number 1150627 (herein after called “the 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.

WHAT PERSONAL INFORMATION DO WE COLLECT?

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

- Name.
- Home address.
- Email address.
- Telephone numbers.
- Subscription preferences.
- Emergency contact: [name and phone number]

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

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 forms or online contact forms. At the point that you provide your personal information for membership purposes, we may also request that you provide consent for us to use your data outside the Specified, Explicit and Legitimate Purposes set out in our Data Protection Policy. This consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

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.

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

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

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

- Internally - to committee members and group leaders – as required to facilitate your participation in our u3a activities.
- Externally – where we use an external membership management system for products or services such as direct mailing for the Trust magazines (*Third Age Matters*). Where such systems are used, the committee has scrutinised the Terms

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and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.

- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the u3a we will seek your permission and inform you as to who the information will be shared with and for what purpose.

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 12 months once it has lapsed. The exceptions to this are any statutory requirements or instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. In the latter case then the member/s will be informed as to how long the information will be held for and when it is deleted.

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 as to any changes to their personal information. You can do this at any time by contacting;

The **Membership Secretary** via our u3a email on <https://yate-sodbury.u3asite.uk/executive-meetings/>

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the u3a holds on you, you can make this request by contacting the membership secretary – as detailed above. 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 any other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

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 such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services.

Your membership information is held on Beacon, an external membership management system, and accessed by committee members and group leaders – as appropriate.

AVAILABILITY AND CHANGES TO THIS POLICY

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This policy is available on our website and is held on file. This policy may change from time to time. If we make any material changes, we will make members aware of this via the newsletter, monthly noticeboard and the monthly members' meetings.

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;

The **Secretary** via our u3a email on <https://yate-sodbury.u3asite.uk/executive-meetings/>