



## **CHESTERFIELD PRIVACY NOTICE.**

This Privacy Notice sets out what we do with Personal Data and what you can expect from us as part of our obligations when processing this Personal Data.

### **What data are we gathering?**

We hold Personal Data (including Sensitive Personal Data) about members. We believe it is important to be open and transparent about how we will use your Personal Data. Information we hold, may include the following:

- name
- telephone number
- address
- e mail address
- emergency contact details

### **Why do we collect this information?**

We use this information to communicate with you and to carry out our obligations. In addition, we may collect data for registration to activities and events.

- To manage our membership records
- To update you on events
- To conduct surveys on our performance
- For financial accounting
- To process Gift Aid applications

### **How do we gather data?**

We gather data through a variety of methods, these include:

- contact form on our website or by email
- membership application forms
- Event registration forms.

### **When will we delete this data?**

We may keep information for different periods of time for different purposes as required by law or best practice.

As far as membership information is concerned, to make sure of continuity (for example leavers and then re-joiners), we keep membership information throughout the membership and after it ends.

### **Who has access to this data and who do we share it with?**

Only those members who need membership information to carry out their role have access to that information.

Names and addresses may be shared with a third party printer if you opt for a paper copy of the newsletter.

Names and addresses will be shared with U3A nationally if you opt to receive Third Age Matters magazine.

We do not store credit card details, nor do we share data with third parties without permission.

### **Where will the data be stored?**

This data is securely stored as paper records, in an online membership system, stored as electronic documents in a secure storage solution. We take data security seriously.

### **What are your rights to your Personal Data**

As a Data Subject you have rights over your own data that you can exercise at any time, these are:

- Data is accurate – we must keep your data accurate
- Data is erased – we must erase data if not needed or requested by you, that is not excessive and is possible
- Data is portable – we must provide a copy of your data back to you
- Data processing is limited – we must cease a processing activity if you object to it
- Consent withdrawal – we must allow you to withdraw consent at anytime

In the event that you wish to contact us to exercise these rights or for any further queries on this Privacy Notice please contact [secretary@chesterfieldu3a.org.uk](mailto:secretary@chesterfieldu3a.org.uk).