

Ilkeston u3a Privacy Policy

Ilkeston u3a treats your privacy rights seriously. This Privacy Policy sets out the basis on which we collect and use personal information, that is information that is about you and which identifies you.

1. What personal information do we hold about you?

We collect and use personal information for the purpose of communicating with you as a member or prospective member. The personal information we hold includes:

- your name
- address
- email address
- telephone number/s
- your subscription preferences
- Gift Aid information
- photographs (signed consent required)

2. How do we collect the personal data we hold about you?

All the data collected is obtained directly from you. This is usually at the point of your initial contact, registration or membership renewal. The data may be collected via forms, telephone, online contact forms, email, or verbally. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with Ilkeston u3a. In order to communicate with you about Ilkeston u3a activities and events that you can access as a member we need to store and process your personal data.

3. How do we use your personal information?

We use your personal information:

- to provide Ilkeston u3a activities and services to you
- to communicate with you about group activities
- for administration, planning and management of Ilkeston u3a
- to monitor, develop and improve the provision of Ilkeston u3a activities
- to promote Ilkeston u3a (if prior permission is given)
- to manage any issues, complaints, feedback and enquires
- to comply with any financial, insurance, legal or regulatory obligations
- to communicate with you about Third Age Trust products, services, and activities
- to deliver Third Age Trust publications, such as Third Age Matters



4. Who do we share your personal information with?

We may disclose personal information about you:

- to Committee Members and Group Leaders as necessary to facilitate your participation in Ilkeston u3a activities
- to Third Age Trust with your consent for products and services
- with your consent to promote Ilkeston u3a
- to comply with any financial, insurance, legal or regulatory obligations

5. How long will we keep your personal information?

We will keep your personal data for different periods depending on the nature of the information, the purpose for which it was collected, any legal obligation and/or business reason to retain.

6. How your personal information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform Ilkeston u3a as to any changes to their personal information. You can do this by contacting the Membership Secretary. On an annual basis you will be required to complete a Membership Renewal form to update your information. Should you wish to view the information that Ilkeston u3a holds on you, you can make this request by contacting the Membership Secretary. We will usually respond within one month of the request being made. 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. You may revoke your consent to use your photograph at any time by contacting the Business Secretary.

7. How do we store your personal information?

We have security safeguards in place to protect your personal information. Please refer to Ilkeston u3a Data Protection Policy for further information, available on our website.

8. Queries

If you have any questions regarding this Privacy Policy or the way we use your personal information please contact us by email to chair@ilkestonu3a.org.uk, or by telephone 07760 966325.

u3a	Ilkeston u3a Privacy Policy		
Version	Description of changes	Date	Review Date
Issue 1	Document created	Adopted June 2018	
Issue 2	Reviewed, updated, format changes,	Approved November 2023	September 2025