

# U3A Dénia Privacy Policy

## 1. Introduction

Dénia U3A treats your privacy rights seriously – we must to comply with the General Data Protection Regulation (GDPR). 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.

## 2. WHAT PERSONAL INFORMATION DO WE COLLECT?

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

- Name
- Home address
- Email address
- Landline and mobile telephone number (if you have them.)

## 3. 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, either online or hardcopy. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with the GDPR.

## 4. HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our U3A Dénia activities and services to you
- For administration, planning and management of our U3A Dénia
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our U3A Dénia activities

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

## 5. WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?

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

- Internally - to committee members and group convenors – as required to facilitate your participation in our U3A Dénia activities

- Externally –we use an external mass Email provider (MailChimp). They do not share any information further and do themselves comply with the requirements of the GDPR.
- 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 Dénia we will seek your permission and inform you as to who the information will be shared with and for what purpose.

## 6. HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members may update their personal details using the Member Details link on the U3A Dénia website. 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 Emailing [The U3A Dénia President](#).

## 7. HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on the U3A Dénia website database management system and accessed by committee members and group convenors as appropriate.

## 8. USE OF COOKIES

To work correctly our website uses *essential cookies only*. Cookies are small blocks of data created by the web server while a member is browsing the website and placed on the user's computer or other device by the user's web browser. Our site uses cookies to record

- that fact you logged in correctly,
- when you logged in (so that you will be logged out automatically if your session is idle for a long time)
- your status (administrator, group leader etc.)
- any options you select in menus etc. that the site needs correctly continue your session.

We use no other form of cookies.

When you connect to the website a small banner gives you the option to accept or refuse the use of *essential cookies*. You are advised to accept as refusal will not allow the website to operate correctly and may have unexpected effects.

## 9. AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the U3A Dénia website and may be downloaded as a PDF document from the website. This policy may change from time to time. If we make any material changes we will make members aware of this via Email and the monthly members' meetings.

## 10. CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please send an Email to [The U3A Dénia President](#).