



BUDE & DISTRICT U3A

PRIVACY POLICY

What personal information do we collect?

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

- your name
- home address
- email address
- telephone number

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 activity

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 – with your consent, for products or services such as direct mailing for the Trust magazines – Third Age Matters and Sources
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

How do we store your personal information?

Your membership information is held on a secure database and is accessed by Committee Members and Group Leaders – as appropriate. It will be deleted if you do not renew your membership.