



THE UNIVERSITY OF THE THIRD AGE

Website: www.u3aswansea.org.uk

Registered charity no: 1039347

POLICY BOOKLET - CONTENTS



THE UNIVERSITY OF THE THIRD AGE

THE THIRD AGE TRUST

Swansea U3A Privacy Policy

Data Protection Act (1998) Requirement

The information you provide as part of your application for membership will be used to tell you about U3A activities and other matters of interest. It will never be passed to third parties for marketing purposes. It may be passed to selected third parties as detailed in the Swansea U3A Privacy policy.

Privacy Policy

Personal data, including photos, provided by members in connection with their membership of Swansea U3A is held on Wild Apricot secure servers located in Canada and elsewhere. Data will be backed up by Wild Apricot Site Administrators nominated by the Executive Committee. Back up data must be kept in a secure location at all times and will be kept for 7 years to comply with HMRC Gift Aid requirements.

Access to membership data on the website is via password protected sections of the Swansea U3A website (www.u3aswansea.org.uk). Only Site Administrators have full access to this data. The Executive Committee may nominate Restricted Site Administrators with access to selected parts of the data, including contact details.

Individual members have access to their own Profile data, which they can change as necessary. Any member can choose not to show their Profile to others but this is strongly discouraged, as it will remove the member's name from Member Directories. The Membership Secretary reserves the right to reverse this choice if it adversely affects the management of Swansea U3A.

Member's names for each Activity Group will be displayed in a Member Directory viewable only by members of that Group. Member-to-member emails within the Activity Group can be actioned by clicking on the member's name on the understanding the email must concern matters of interest to the Activity Group.

Members of the Executive Committee will be named in the "Who We Are" page to promote communication with prospective members and other U3As. Convenors, or a nominated deputy, will be listed by name in a Directory of Convenors viewable by all members.

To enable Convenors to contact group members concerning U3A activities and other matters of interest a Members Directory will be available within the Convenors area. This will display name and telephone number of group members together with their photo if one has been supplied.

Personal email addresses will never be displayed.

Photographs

Members may upload a Profile Photo that will be available for other members to view through Member Directories. Photographs of members' undertaking U3A activities are welcome on any web

page provided no member is identified by name in any associated caption.

Third Parties

The following third parties have been approved by the Executive Committee to receive membership data:

Wild Apricot in order to provide online management of membership data; CFH DocMail Ltd. to print and mail membership information to members. The Third Age Trust/DM Print to distribute the magazine Third Age Matters to members.