

# 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 may be passed, in part, to third parties in connection with this purpose and in accordance with our Privacy policy (see [www.u3aswansea.org.uk](http://www.u3aswansea.org.uk)).

## Privacy Policy

Personal data, including photos, provided by members in connection with their membership of Swansea U3A is held on Wild Apricot (WA) secure servers located in Canada and elsewhere. It may be backed up, for security, to local storage facilities by WA Site Administrators nominated by the Executive Committee.

Full access to a member's personal data via the WA admin backend ([www.u3aswansea.org.uk](http://www.u3aswansea.org.uk)) is available only to the nominated Site Administrators. The Executive Committee may nominate Limited access Site Administrators, with or without access to personal data via the admin backend.

Read-only access to a sub-set of the personal data (i.e. First Name, Last Name, Post Code, Photo) is provided via Member Directories on restricted website pages. Individual members, via their own Profile Privacy settings, may prevent access to these fields by anyone other than Site Administrators or provide access to additional contact details.

A member of an activity group may only view the personal data of members of that group. The Executive Committee and Convenors may view a Member Directory containing all current members.

No personal data relating to members will be shown on public website pages.

Personal email addresses will never be displayed on a web page. Aliases may be displayed on public pages.

## 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 identifiable from any associated caption.

## Third Parties

Member's personal data will never be passed to third parties except for the purpose of providing services to members and only then to third parties approved by the Executive Committee.