

# Aston Clinton U3A Privacy Policy

## 1 Document control

Version 1

8<sup>th</sup> August 2018

## 2 Privacy Policy

This privacy policy informs you about the information we collect from you and how we manage it. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your information.

This policy also covers our website. Our website may include links to external sites over which we have no control. We cannot guarantee the accuracy or security of external sites.

### 2.1 Who we are

We are The Aston Clinton branch of the The Third Age Trust. We can be contacted using our email address [acu3a.web@outlook.com](mailto:acu3a.web@outlook.com) or via the secretary.

### 2.2 How we use your information

#### 2.2.1 When you use our website

Our website makes no attempt to access personal information by use of cookies or other technical means.

#### 2.2.2 When you sign up for membership

When you sign up for membership, we ask you for your name, address, telephone number and email address. We use this information to send you the newsletter. From time to time we may send you other communications relating to your U3A membership. We will do this based on your consent. We will not send you marketing materials, nor will we sell your data.

Supplied data will be held securely on a computer and only used for contact purposes in connection with the U3A and circulating information on our activities. The application form will be stored as hard copy whilst you remain a member but removed and destroyed if you leave, together with all other records.

### 2.3 Your rights as a data subject

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request regarding your personal data please use the contact information provided above in the 'Who We Are' section of this policy.

### 2.4 Updates to this privacy policy

We will keep this policy under review and, if appropriate, update it. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent. We will update the version number and date of this document each time it is changed.