



## Personal Data Privacy Notice

This Privacy Notice sets out how Hu3a deals with members' personal information, ie information that could identify, or is related to the identity of, an individual member.

### **In essence, GDPR principles state that personal data must be:**

- processed fairly and lawfully
- collected for specified, explicit and legitimate purposes only and not further processed in a manner incompatible with those purposes
- adequate, relevant and limited to the purposes for which they are collected and processed
- accurate and where necessary kept up to date
- kept only for as long as is necessary
- processed in accordance with individuals' rights
- processed in a manner that ensure appropriate security
- used only within the UK

### **What personal data does HU3a collect?**

- member names and contact details
- other personal details when they help us to comply with the policies of Hu3a
- attendance and payment records
- Gift Aid declarations
- photographs of identifiable individuals
- subscription preferences
- when requested by the member, emergency contact details

### **Financial Information**

When members pay their membership subscription, or charges for activities and events organized by Hu3a they are, by the very nature of that transaction, giving Hu3a access to their bank account details. In such circumstances the cheque(s) will be held by the person organizing that activity, and will be destroyed as soon as their bank notifies Hu3a that funds for that activity have been cleared. When members pay for activities and events by credit/debit card, that transaction is transparent to Hu3a and no financial data is collected.

### **How is that information collected?**

In the majority of cases, personal information is provided when individuals apply for or renew membership. The form used contains a privacy statement informing members/potential members why the information is being requested and what it will be used for. By completing and submitting this form, members are deemed to be providing consent to their data being held and used for the purposes indicated. That consent is required in order to ensure compliance with data protection legislation. Members are also informed that they can, at any time, remove that consent.

Occasionally, personal information is received indirectly, eg recommendations from other u3as and from miscellaneous other sources who may be able to provide a service; or electronic identifiers from visiting our website.

### **Information relating to third parties**

In the course of us communicating with members, those members may provide us with personal data relating to third parties. We will use that personal data in accordance with this Privacy Notice. By providing personal information relating to a third party, members confirm that they have the consent of the third party to share such data with Hu3a and that they have made the information in this Privacy Notice available to the third party.

### **How does Hu3a use personal information?**

Hu3a uses personal information provided in order to help:

- Maintain records of membership, attendance and subscriptions;
- Facilitate the administration, planning and management of Hu3a and its activities;
- Communicate with members about general Hu3a activities and events;
- Enable Group Leader to communicate with group members about group activities
- Create and distribute newsletters
- Handle enquiries and specific issues that may arise
- Communicate with members about their membership and/or its renewal
- Reclaim Gift Aid
- Promote the role of Hu3a by communicating information about Hu3a activities
- Facilitate the charitable purposes of Hu3a
- Comply with the policies of Hu3a
- When requested by members, adding member's details to the direct mailing information for the Third Age Trust
- Sending members information about Third Age Trust activities and events

Hu3a will provide support to committee members, group leaders and activity/event organisers to help them understand their responsibilities (eg secure storage, use of strong passwords, not sharing data outside Hu3a) when storing and handling personal data.

### **Who is this personal data shared with?**

- As required, Committee members and Group Leadership teams – to facilitate your participation in Hu3a activities
- Membership addresses are shared with the Third Age Trust or its agent for the distribution of its magazine
- Information about the Trustees of Hu3a is shared with the Charity Commission
- Information on Gift Aid declarations is shared with HMRC
- As appropriate, limited information may be shared with other organisations operating under the umbrella of the Third Age Trust
- We may have a statutory duty to disclose personal data for other legal and regulatory reasons. Where we do, we will seek your permission and inform you as to who the information will be shared with and for what purpose.

### **Legal Basis**

Under the UK General Data Protection Regulations and the Data Protection Act, the lawful bases we rely on for processing personal information held as data are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting the Secretary. If you do withdraw your consent to use any information that is essential for the purposes of membership, your membership will lapse.
- We have legitimate interest
- A legal obligation — in our dealings with the Charity Commission and HMR

### **How is personal information stored?**

- Membership records are kept on a secure electronic platform (Beacon) that is owned by the Third Age trust. Access to that system is restricted to those who need to have it and only for the purposes for which it is needed. Membership enrolment forms and Gift Aid declarations on paper are stored safely.
- Membership records are kept for as long as you remain a member or until any outstanding matters regarding your membership are concluded. We will then dispose of your information by deleting the record and destroying any forms.
- Gift Aid declarations and associated membership details will be retained for as long as current legislation requires. Information provided to the Charity Commission will also be retained for as long as current legislation requires.
- Other personal information may be held on behalf of the association by individual officers, group leaders and members of it. It will be kept with a level of security suitable to the nature of that information and destroyed when no longer needed.
- Some personal information is held in minutes or notes of meetings of the association and its Committee and in newsletters and reports. These may be retained and archived.

### **Your Data Protection Rights**

Under data protection law, where personal information is held as data, you have rights including:

**Your right of access** — You have the right to ask us for copies of your personal information subject to certain exemptions.

**Your right to rectification** — You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** — You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of use** — You have the right to ask us to restrict the use of your personal information in certain circumstances.

**Your right to object to use** — You have the right to object to the use of your personal information in certain circumstances.

We may, in limited circumstances, make a charge for providing a copy of your personal data but, otherwise, you are not required to pay any charge for exercising your rights. If you make a request, we will reply as soon as we can and no later than the legal time limits allow. Please contact the Hu3a Secretary if you wish to make a request

### **How to complain**

If you have concerns about our use of your personal information, you can complain to us by contacting either the Chair or Secretary electronically through the Hu3a website.

Approved by Hu3a Committee: 14 October 2025

Signed: Brian Perrett, Chair