

WINCHESTER U3A DATA USAGE

Winchester U3A collects data from Members when they join by using an Application Form and a Standing Order Request form.

The data is recorded from the Application Form into a spreadsheet of Members held by the Membership Secretary. This consists of:-

Title, Known Name, Initials, Surname, Address, Post Code, Telephone No., Email Address, Joining Date, Gift Aid Date.

In addition a series of Flags are also recorded:-

Newsletter paper or web

Third Age Matters paper or web

Consent to use data

Consent to use Bulk Mail Company for email mailing.

Consent to share data with the company who oversees the distribution of the Third Age Matters magazine.

This data is held until a Member leaves Winchester U3A, when it is deleted from the spreadsheet. At any time a Member can change their data or consents by contacting the Membership Secretary and also ask for a copy of their data.

The paper Application Form will be archived as proof of the original Application meeting GDPR requirements. The data will only be used for the following activities:-

- To store it securely for membership purposes.
- To communicate with you as a U3A member.
- To share with group leaders for those groups that you are a member of.
- To send you general information about the Third Age Trust (the national organisation to which U3As are affiliated).

The Standing Order form will be handed to the Member's Bank to arrange the Standing Order. (Note: when a member leaves Winchester U3A only the member or their executor can cancel the Standing Order).

Some of the data held in the Spreadsheet will be extracted and used for the following purposes:-

1. To mail copies of the paper Newsletter.
2. To mail copies of Third Age Matters
3. To email Members using a Bulk Email Service provider (this will only be used to email information related to our U3A activities)
4. To email Group Leaders using a Bulk Email Service provider
5. To provide contact details only for members eg Group Leaders who are seeking new members etc for on the Winchester U3A website, using a password so only members can access the data. No other member data will be stored on the website.

For existing members in May 2018 they will be asked to refresh their data and consent for its use to meet the requirements of the new GDPR regulations. This data will be used to update the Membership spreadsheet and then the information archived as proof of the consent meeting GDPR requirements.

More information is available in the Winchester U3A Data Privacy and Data Protection Policies.

B Brinkman 27/03/18