

## The DLDK U3A Privacy Policy

### Context

Dún Laoghaire Dalkey Killiney U3A (hereafter DLDK U3A) treats your privacy rights seriously. This privacy policy sets out how we will deal with your ‘personal information’, that is, information that could identify, or is related to the identity of, an individual.

This Policy was approved by the Steering Group on 26 July 2018 and will be reviewed by 1 September 2019 and annually thereafter.

### What Personal Information Do We Collect?

When you express an interest in becoming a member of the U3A you will be asked to provide certain information. This includes:

- Name
- Email address
- Address & Telephone number
- Areas of interest

We also collect and retain certain information resulting from your activity in DLDK U3A. This includes details of payments made to us by you, and any payments made to you by us, your attendance record and responses included in any survey you may respond to.

### How Do We Collect This Personal Information?

Most of the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data, including data obtained as a result of your membership.

Your consent is required in order to ensure our compliance with data protection legislation.

### How Do We Use Your Personal Information?

We use your personal information:

- To provide our DLDK U3A activities and services to you.
- For administration, planning and management of our U3A.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our U3A activities.

We will usually communicate with you by email; if you do not provide us with an email address, please consult the DLDK U3A website to obtain information.

### With Whom Do We Share Your Personal Information?

We may disclose information about you, including your personal information:

- Internally - to committee members and activity leaders – as required to facilitate your participation in our U3A activities.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A we will seek your permission and inform you as to who the information will be shared with and for what purpose.

### **How Long Do We Keep Your Personal Information?**

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months after you cease to be a member. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information is expected to be required for and when it is deleted.

### **How Your Information Can Be Updated or Corrected**

To ensure the information we hold is accurate and up to date, members need to inform DLDK U3A as to any changes to their personal information. You can do this by contacting the Membership Co-ordinator at any time:  
Email: [dldk.u3a@gmail.com](mailto:dldk.u3a@gmail.com)

You will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Co-ordinator – as detailed above. There may be certain circumstances where we are not able to comply with this request, e.g. where the information may contain references to another individual. We will endeavour to respond within 30 days of a request being made.

### **How Do We Store Your Personal Information?**

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your membership information can only be accessed by Steering Group members and activity leaders – as appropriate.

### **Availability and Changes to This Policy**

This policy is available on our website [www.u3adldk.ie](http://www.u3adldk.ie). This policy may change from time to time. Members will be notified of any material changes.

### **Contact**

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact the Membership Co-ordinator.

Email: [dldk.u3a@gmail.com](mailto:dldk.u3a@gmail.com)