

BALLYMONEY u3a PRIVACY & DATA PROTECTION POLICY

BALLYMONEY u3a is a not-for-profit organisation, and must comply with the requirements of the General Data Protection Regulation (GDPR) 25 May 2018. Bu3a gather and use certain information about individual members.

Data will be obtained and maintained (from members, with their written permission) and used for records for the following purposes:

- Establishing and maintaining membership
- Providing or administering activities for individuals who are members
 - managing activity applications and payment
 - creating mailing lists for magazines, newsletters and notice
 - providing Third Age Trust with mailing list of members

TYPE OF DATA

Details include: name, address, telephone numbers, email address(s) and if appropriate, Gift Aid status.

DURATION

Member Data will only be held for as long as members are active with Ballymoney u3a. Anyone relinquishing their role will delete all data from their personal computer/on-line accounts.

ACCURACY

Data held will reflect the information provided. Members are responsible for ensuring that the information is accurate and up-to-date. All emails to members will be sent using bcc.*

*This means that only the recipient will be identified and no one else can see their details

STORAGE & SECURITY

Ballymoney u3a will hold data in accordance with the General Data Protection Regulation (GDPR) 25 May 2018.

APPROVED BY: BALLYMONEY u3a COMMITTEE ON BEHALF OF BALLYMONEY u3a

DATE REVISED/UPDATED: 28 09 2021

SIGNED: CHAIRMAN:

John W D Pinkerton

NB: Signed copy held on file.