

## **Settle District U3A - Data Protection Statement**

- 1. Personal data (name, address, telephone number, email address and gift aid status) is stored on computer and in paper form for the purposes of administration of the Settle District U3A and will not be shared with any other organisation except for:-**

**The purposes of distribution of the Third Age Matters magazine issued to members by the national body. Name and address only is shared for this purpose.**

**Information required by HMRC for Gift Aid claim purposes.**

- 2. The following members of the committee may have access to the data for administrative purposes of the U3A only:-  
Chairperson, Secretary, Membership Secretary and Groups Coordinator. Other members of the committee may be permitted, on a strictly need to know basis, to have access to the information.**
- 3. Group Leaders will be given contact information for the members of their group only and this can only be used for U3A activities.**
- 4. Personal data will be kept for seven years to comply with HMRC requirements even if individuals cease to be members. Personal data will be removed from the records if not required for this purpose.**
- 5. A member can only have the contact information of another member if that member agrees to share their information.**