

PRIVACY POLICY

Category: u3a Policies and Procedures

1. Introduction

1.1 Privacy

Melbourne Area Derby U3A treats privacy rights seriously. This Privacy Policy sets out the basis on which we collect and use personal data.

In relation to the u3a website, the policy applies to both the members of the u3a and visitors to the site.

1.2 Personal Data

In this Privacy Policy, where we use the words **personal data** we use these words to describe information that identifies an individual person.

1.3 In this Privacy Policy:

- 1.3.1 the word Trust means The Third Age Trust (charity number 288007)
- 1.3.2 1.3.2 the word TATTL means Third Age Trust Trading Limited (company number 11899419) and
- 1.3.3 1.3.3 the Beacon System means the membership data system operated by TATTL.

1.4 This Policy describes:

- 1.4.1 who is responsible for the personal data that we collect;
- 1.4.2 the specific personal data we collect;
- 1.4.3 how we will use it;
- 1.4.4 who we may disclose it to; and
- 1.4.5 a person's rights and choices in relation to personal data.

This is to make sure that people who interact with Melbourne Area Derby u3a have a full picture of how we collect and use their personal data.



2. Who is responsible for the personal data that we collect?

Melbourne Area Derby u3a is the data controller for the purposes of data protection law, in respect of all personal data collected and used by Melbourne Area Derby u3a.

3. What personal data do we hold?

3.1 Collection and use

Melbourne Area Derby u3a collects and uses personal data for the purpose of communicating with members and representatives of Melbourne Area Derby u3a. The personal data held includes:

3.1.1 Information provided to or collected by Melbourne Area Derby u3a as a function of normal business processes and may include the following:

Type of Personal Data	Examples
General	
Contact information	When becoming a member of Melbourne Area Derby u3a certain information will be required. This includes: • name • home address • email address • telephone number
Marketing	
Subscription Preferences	• Gift Aid opt in • Photo opt in • Third Age Matters Magazine
Other	
Online activity information (to the extent that it constitutes personal data)	Technical information, through an internet browser or electronic device: Certain information is collected by most websites or automatically through an electronic device, such as IP address (i.e. computer address on the internet), screen resolution, operating system type (Windows or Mac) and version, internet browser

	type and version, electronic device manufacturer and model, language, time of the visit and pages visited. Technical information, using cookies and online tracking: Cookies are pieces of information stored directly on the device used to access a Website. Cookies allow the website host to recognise devices and collect user information
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This information may be provided or collected:

- (a) in the course of communications between Melbourne Area Derby u3a by letter, phone, email or otherwise, and its members and visitors;
- (b) when accessing Websites or using other systems provided by Melbourne Area Derby u3a ;
- (c) when accessing social media pages, other social media content, tools and applications provided by Melbourne Area Derby u3a;

3.1.2 Information received from other sources

- (a) Third Age Trust contact referrals for membership enquiries

4. Information about third parties

4.1 Third parties

Third party Personal Information may be provided in the course of communicating with Melbourne Area Derby u3a.

4.2 Consent and third parties

Personal data relating to third parties will be treated in accordance with this Privacy Policy. Members or representatives of Melbourne Area Derby u3a providing personal data relating to a third party, must confirm that they have the consent of the third party to share such personal data with Melbourne Area Derby u3a and that they have made the information in this Privacy Policy available to the third party.



5. How do we use the personal data we collect?

5.1 Purposes

Melbourne Area Derby u3a uses personal data for a variety of different purposes during the course of providing services, as set out below. Under data protection law, personal data can only be used if we have a legal basis to do so. Examples of where we have a legal basis to process your personal data, includes when:

5.1.1 Consent: Melbourne Area Derby u3a have prior personal **consent**;

5.1.2 Contract: Melbourne Area Derby u3a perform an established **contract** or take steps to enter a contract as previously requested;

5.1.3 Legal Obligation: to comply with the law.

5.1.4 Legitimate interest: It is in the interests of Melbourne Area Derby u3a and its members to process defined personal data.

5.2 Legal Basis

Melbourne Area Derby u3a has set out the reasons for using personal data in the table below under the heading **Legal Basis**. Where Melbourne Area Derby u3a relies on legitimate interests, these interests have been set out in the table below.

Purpose	Legal Bases
To set up and manage membership	Contract Legitimate interests
To manage membership information on the Beacon system	Contract Legitimate interests
To share with the Trust and TATTL to manage, develop and make improvements to the Beacon system	Legitimate interests
To administer, plan and manage the U3A	Legitimate interests
To monitor, develop and improve the provision of U3A activity	Legitimate interests

Purpose	Legal Bases
To communicate with members about U3A products, services, activities and events	Contract Legitimate interests
To communicate about Trust products, services, activities and events	Contract Legitimate interests
To deliver Trust publications including Third Age Matters	Contract Legitimate interests
To comply with any legal or regulatory obligations (including in connection with a court order)	Legal obligation
To enforce or apply the agreements concerning members (including agreements between members and Melbourne Area Derby u3a)	Contract Legitimate interests
To manage any issues, complaints, feedback and enquiries.	Consent Contract Legitimate interests

6. Automated processing

Melbourne Area Derby u3a do not use personal data to make any automated decisions that might affect members

7. Who may we disclose Personal data to?

7.1 We may share personal data with:

7.1.1. the Third Age Trust and

7.1.2 Third Age Trust Trading Limited

7.1.3 our service providers and business partners.

For more information please refer to Schedules 1 and 2.

7.2 Melbourne Area Derby u3a may also disclose personal data to other third parties, for example:

7.1.1 if Melbourne Area Derby u3a or substantially all assets are acquired by a third party (or are subject to a reorganisation within a corporate group), personal data held by Melbourne Area Derby u3a will be one of the transferred assets; and

7.1.2 if Melbourne Area Derby u3a are under a duty to disclose or share personal data in order to comply with any legal obligation, or in order to enforce or apply agreements concerning members (including agreements between Melbourne Area Derby u3a and members).

8. Where will we transfer personal data?

If Melbourne Area Derby u3a transfer personal data outside the UK or the European Economic Area (**EEA**), Melbourne Area Derby u3a will implement appropriate and suitable safeguards to ensure that such personal data will be protected as required by applicable data protection law.

9. How long will we keep personal data?

9.1 Retention periods

Melbourne Area Derby u3a will keep personal data for different periods depending on the nature of the information, the purpose for which it was collected, any legal obligation and/or business reason to retain it.

9.2 Extensions

Please note that the above retention period may be extended where Melbourne Area Derby u3a needs to preserve and use personal data for the purposes of bringing or defending a legal claim. In such cases, Melbourne Area Derby u3a will continue to hold and process personal data for as long as is necessary to deal with the legal proceedings.

10. Personal rights

Melbourne Area Derby u3a members have certain rights with respect to their personal data. The rights will only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of personal rights. Details of who to contact to exercise these rights can be found in paragraph 14.

	Summary of your rights
Right of access to personal data	Members have the right to receive a copy of all personal data held by Melbourne Area Derby u3a and how it is used, subject to certain exemptions.
Right to rectify incorrect personal data	Members have the right to ask Melbourne Area Derby u3a to correct incorrect or incomplete personal data. To ensure accurate and up to date information, members need to inform Melbourne Area Derby u3a of any changes to their personal data by contacting the membership secretary on membership@madu3a.uk or data@madu3a.uk. Members have the opportunity to update personal data during the annual membership renewal process and may request a copy of all personal data held by Melbourne Area Derby u3a by contacting the membership secretary as above. Although Melbourne Area Derby u3a will usually respond within one month of the request being made, it may not be possible to comply with the request if eg. the information may contain references to other individuals or for legal, investigative or security reasons.
Right to erase personal data	Members have the right to ask that personal data be deleted in certain circumstances. For example: • where the personal data is no longer necessary in relation to the purposes for which it was collected or otherwise used; • if consent for use is retrospectively withdrawn and there is no other legal ground for retention of such personal data; • if an objection to the use of such personal data arises (as set out below); • if Melbourne Area Derby u3a have used personal data unlawfully; or • if personal data needs to be erased to comply with a legal obligation.
Right to restrict the use of personal data	Members have the right to suspend use of personal data in certain circumstances. For example: • where personal data is inaccurate but only for so long as is required for Melbourne Area Derby u3a to verify the

	Summary of your rights
	accuracy of such personal data; - the use of personal data is unlawful and erasure of personal data is opposed. Suspension of use may be requested instead; - Melbourne Area Derby u3a no longer needs the member's personal data, but the member requires the personal data for the establishment, exercise or defence of legal claims; or - The member has objected to the use of their personal data and Melbourne Area Derby u3a are verifying whether grounds for the use of such personal data override the member's objection.
Right to data portability	Members have the right to obtain their personal data in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. The right only applies: - to personal data provided to Melbourne Area Derby u3a by the member; - where Melbourne Area Derby u3a rely on the following legal bases: - consent; or - for the performance of a contract; and - when the use of personal data is carried out by automated (i.e. electronic) means.
Right to object to the use of your personal data	Members have the right to object to the use of their personal data in certain circumstances and subject to certain exemptions. For example: - where a member has grounds relating to their particular situation and Melbourne Area Derby u3a uses their personal data for legitimate interests (or those of a third party); - if a member objects to the use of their personal data for direct marketing purposes; and

	Summary of your rights
	where Melbourne Area Derby u3a uses their personal data to take a decision which is based solely on automated processing where that decision produces a legal effect or otherwise significantly affects the member.
Right to withdraw consent	Where Melbourne Area Derby u3a rely on consent to use personal data, Members have the right to withdraw their consent at any time.
Right to complain to the relevant data protection authority	Where members think Melbourne Area Derby u3a have not used their personal data in accordance with data protection law, members have the right to complain to the relevant data protection authority which is, in the case of Melbourne Area Derby u3a, the Information Commissioner's Office (ICO), The ICO's contact details are: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

11. Third party links

Melbourne Area Derby u3a's Website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data. Melbourne Area Derby u3a do not control these third-party websites and are not responsible for how they handle personal data collected. We encourage members leaving the Melbourne Area Derby u3a Website through third party links, to read the privacy notice of every subsequent website.

12. Cookies

The Melbourne Area Derby u3a's Website uses cookies to distinguish different users of the Website. This helps Melbourne Area Derby u3a's to provide users with a good browsing experience helps to improve the Website. For detailed information on the cookies used and the purposes for which Melbourne Area Derby u3a use them, see the Cookie Policy [<https://melbourne-area.u3asite.uk/website-policy-notice/>]

13. Changes to our privacy policy

This Privacy Policy is available at: <https://melbourne-area.u3asite.uk/policies/> .
This policy may change from time to time. Members will be informed via the newsletter and the monthly meetings when any material changes are made to Melbourne Area Derby u3a's policies and procedures.

14. Queries

14.1 Queries regarding this policy or use of data

For questions regarding this Privacy Policy or the way Melbourne Area Derby u3a uses personal data, please contact us by:

14.1.1. telephone: 07843 746217

14.1.2 email at data@madu3a.uk ; or

14.1.3 post at N/A

15. Adoption and Review

This policy was adapted on: February 2026

Policy review date: Maximum three years

SCHEDULE 1

WHO IS PERSONAL DATA SHARED WITH?

Type of third party	Examples
General	
Melbourne Area Derby u3a service providers and business partners	Melbourne Area Derby u3a business partners, suppliers and sub-contractors for the performance of any contract we enter into with you (see Schedule 2)
Melbourne Area Derby u3a professional advisers	Melbourne Area Derby u3a accountants, lawyers and other professional advisers that assist us in carrying out our business activities.
Government authorities and third parties involved in court action	External agencies and organisations (including the police and other law enforcement agencies) for the purpose of complying with applicable legal and regulatory obligations.
Law Enforcement and Regulation	
Police and law enforcement agencies	Melbourne Area Derby u3a may share personal data with the police and other law enforcement agencies in connection with the prevention and detection of crime
Regulatory bodies	Melbourne Area Derby u3a may share personal data with third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or instructions of a regulatory body (including in connection with a court order), or in order to enforce or apply the terms of any agreements we have with or otherwise concerning you (including agreements between you and us) or to protect our rights, property or safety of our clients, employees or other third parties

SCHEDULE 2

OUR SERVICE PROVIDERS AND BUSINESS PARTNERS

Name of third party	Purpose
Third Age Trust	For Third Age Trust to provide membership support, advice and guidance
Third Age Trust Trading Limited	For Third Age Trust Trading Limited to provide various services
Other relevant U3As	To confirm Associate Status or provide associated u3a services.

u3a	The Third Age Trust Knowledge Management System
Privacy Policy Template – u3a-KMS-POL-004	Date 18/11/2021
Adopted by MADu3a committee.	21/05/26