

**Buntingford u3a**  
**GDPR Statement**  
**A Charity registered in England & Wales, No. 1185575**

Buntingford u3a (hereafter "the u3a") undertakes to collect and use members' personal data in compliance with the General Data Protection Regulations (hereafter "GDPR").

The data we routinely collect includes members names, addresses, email addresses and telephone numbers. We may also collect information regarding an emergency contact. These data come from when members join the u3a or when they renew their annual membership.

Our legal basis for processing members personal data is our legitimate interest as a charity. For some data, such as that relating to Gift Aid, the basis for its collection is to comply with legal obligations. For emergency contact data, the basis of its collection is to make contact with a member's family member or next of kin in the event of an emergency at a u3a event.

We use personal data for the administration of membership, the communication of information and the organisation of events.

Information is recorded in our membership database, which is stored offline in compliance with the GDPR. Membership data is not shared with any third party and will not be passed on for use by third parties, except when required by law.

The Committee Members and Group Leaders may request members' personal data only in order for them to carry out their legitimate tasks.

We normally keep members personal data until they resign or their membership lapses. We do not ask members for any sensitive data.

Members can refuse to give consent to all or part of their personal data. They could maintain membership with only a name or a pseudonym and limited contact details but this would restrict the services we are able to provide to them.

Under the GDPR we do not have a statutory requirement to have a 'Data Protection Officer'. The Committee is responsible for ensuring that the u3a discharges its obligations under the GDPR.