



The U3A Limerick Privacy Policy

Context

U3A Limerick treats your privacy rights seriously. Our goal is to maintain your trust and confidence by handling your personal information with respect and putting you in control

This Privacy Policy sets out how we obtain, use and protect any personal information you provide to us, whether online, via phone, text, email, in letters or in other correspondence.

What Personal Information do we Collect?

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

- Name
- Email address
- Mobile Phone Number
- Type of Membership (individual or couple)
- Areas of Interest

We also collect and retain certain information resulting from your activity in U3A Limerick. This includes details of payment made to us by you and any payment made to you by us, your attendance record and responses included in any survey you may respond to. If you engage with U3A Limerick via social media channels, we may receive and retain personal information about you.

The U3A Limerick website www.u3alimerick.com or Facebook site U3A limerick <https://bit.ly/3b6yKen> may contain hyperlinks to websites owned and operated by third parties. These third-party websites have their own privacy policies, including policies on their use of cookies, and we urge you to review them. We cannot accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

How We Use Your Personal Information

U3A Limerick will use your personal information for a number of purposes including the following:

- To provide our U3A Limerick activities and services to you
- For administration, planning and management of our U3A aims and objectives
- To communicate with you about our 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 U3A Limerick website or Facebook site to obtain information on events and activities.

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 or regulatory reasons

Where we need to share your information outside U3A Limerick, we will seek consent of the individual whose information is being disclosed 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 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 U3A Limerick as to any changes to their personal information. You can do this anytime by email to u3alimerick@gmail.com

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 our committee members and subgroup leaders as appropriate.

Availability and Changes to This Policy

This policy is available on our website www.u3alimerick.com. 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 complaint about our privacy practices, please contact the Committee at u3alimerick@gmail.com.

Rev 1. Draft Prepared by M Moriarty 20/11/2021 for review by U3ALimerick Committee.

Rev 2. Approved at U3ALimerick Committee Meeting December 16 2021