



## CHALFONTS U3A DATA PROTECTION POLICY STATEMENT

On the 25th May 2018 The General Data Protection Regulations (GDPR) came into legal effect.

CHALFONTS U3A is required to obtain your consent to the holding and use of your personal data. The data will be in manuscript, written and electronic format and held on computers/document records of the Committee members and Convenors of CHALFONTS U3A

CHALFONTS U3A undertake to retain your data securely with authorised access. CHALFONTS U3A maintains a data protection principle by the aforementioned persons.

You are entitled to access your data free of charge. Should you wish to do so please contact the Secretary of CHALFONTS U3A.

### **USE OF YOUR DATA**

As a member of CHALFONTS U3A your data will be processed, retained and shared for any reasonable, proportionate and relevant purpose. These purposes include, but are not limited to the following purposes:

1. Registering you as a member of CHALFONTS U3A
2. Registering communications to which you are entitled
3. Providing data to the U3A National Office, Third Age Trust
4. Providing data for the dissemination of National Magazines
5. Providing data for HMRC (Gift Aid)
6. Third Age Trust Disciplinary Process

You may stop your data from being used for all purposes except items 5 and 6

If you wish to stop your data from being used, you should contact the Secretary of CHALFONTS U3A.

**N.B. If you choose to stop your data from being used, the law requires that the data is removed from the database and CHALFONTS U3A will not be able to communicate with you. Similarly, if you do not sign and return this form, the same action will be taken as we are unable to retain your data without written consent.**