



U3A Costa Brava

Privacy Policy (updated 15th May 2018)

U3A Costa Brava is committed to ensuring that your privacy is protected. This policy explains how we use the information we collect about you. By submitting your information, you consent to the use of that information as set out in this policy.

Revising the Policy

We do make changes and adjustments to this Privacy Policy from time to time and will indicate at the top of this page when there has been a revision. Please check regularly for any updates as your continued use of this site and/or the services indicates your agreement with any changes we make.

Use and Storage of Your Information

Our Responsibilities

- We will only collect and retain relevant and essential data.
- We will store your information safely and securely, protecting it from loss, misuse, unauthorised access and disclosure.
- We will ensure that appropriate technical measures are in place to protect personal data.
- We will destroy your information securely.
- We will work hard to keep your personal data up to date.
- We will comply fully with our obligations under the General Data Protection Regulation (GDPR), which comes into force in May 2018.

Information Collected When Using the Website

- We collect certain personal information about you when you complete the membership application form and from time to time when we ask you to update address or telephone information.
- If you visit the website but do not provide your details as above, we do not collect any personal information about you through the website, although we may track your use of the website using cookies.
- Cookies are small anonymous text files that are placed on your computer by websites that you visit. We use Google Analytics cookies to track anonymous usage statistics and do not collect any personal information that can be used to identify you. This helps us analyse data about webpage usage and improve our website in order to tailor it to user needs.
- Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org To opt out of being tracked by Google Analytics across all websites visit www.tools.google.com/dlpage/gaoptout



U3A Costa Brava

Sharing of Your Information

We do not sell your information.

We do not share the information that is provided to us except:

- With third party service providers, such as hosting providers or an email service provider, who provide services to us so that we are able to fulfil our obligations to you or, where we are able to send you marketing information, to do so.
- If we have a legal obligation to disclose your information (for example, if a court orders us to).

Other Websites and their Privacy Policies

- This website may contain links to external websites managed and maintained by external companies. We are not responsible for the privacy practices, cookie policies or the content of such websites or of other third parties.

How Long Do We Keep Your Personal Information?

We keep your personal information for as long as we need to for the purposes for which it was collected or (if longer) for any period for which we are required to keep personal information to comply with our legal and regulatory requirements or until you ask us to delete your personal data, in accordance with your rights below. We will regularly assess the personal data that we hold to determine its relevance and destroy your personal data if we no longer require it or no longer provide any services to you.

Your Rights

You have a number of rights in relation to your personal data. These include the right to:

- find out how we process your personal data
- request that your personal data is corrected if you believe it is incorrect or inaccurate
- obtain restriction on our, or object to, processing of your personal data
- ask us not to process your personal data for our own marketing purposes
- withdraw your consent to our processing of your personal data
- obtain a copy of your personal information which we hold about you. We will take steps to verify your identity before responding to your request and will respond as soon as possible and in any event within a month.

Contact Us

If you would like to exercise any of your rights outlined in this policy or have any questions about the way in which U3A Costa Brava handles your personal data, please contact the Membership Secretary (currently Diane Swinburn).