u3a Congleton and District Charity No. 1076203

MEMBERSHIP TERMS & CONDITIONS

Membership of Congleton & District u3a requires that you agree to the Terms and Conditions set out below. If you would like further information on any of the points described here, please contact the **Membership Secretary**).

Conditions of Membership

All members must:

- Abide by the principles of the u3a movement
- Always act in the best interests of the u3a and never do anything to bring the u3a into disrepute
- Abide by the terms and conditions of the Constitution
- Treat fellow members with respect and courtesy at all times
- Comply with and support the decisions of the elected Committee
- Advise the Committee of any change in your personal details

Privacy Policy

Congleton u3a sends out message to members by email, other digital methods, telephone and post to advise you of u3a activities, dependent on your preference. As part of your registration process with Congleton u3a, you will be asked to opt-in to communications, with the minimum being contact by post.

Congleton & District u3a has implemented the Policy in order to comply with requirements under the General Data Protection Regulation in connection with the holding and dissemination of personal data. Please read the **Privacy Policy** and note that by agreeing to these Terms and Conditions you are consenting to your personal data being used in accordance with this Policy. The Committee is responsible for monitoring that this Policy is being correctly applied, and each Member is responsible for adhering to this Policy.

Personal Data

Congleton & District u3a website holds some personal data about each Member, including Title, Names, Address, Phone Numbers, E-Mail Address and Emergency Contact Numbers. The Data Administrator, the Membership Secretary, the Treasurer, and the Website Administrator have access to Members' data for administrative purposes. Other Members, including Group Leaders, who require such access to parts of the database, in order to carry out their assigned duties, may be nominated by the Committee. Non-members cannot access any of the above information. Members on 'login' can see the names of Group Leaders and Committee Members but not their contact details unless specifically authorised.

The Membership Secretary will, for short periods of time, hold a subset of address information on a personal computer, to enable the printing of labels and postal deliveries, which is deleted after use. Hard-copy signed Membership Forms for those without e-mail capability are also held by the Membership Secretary and kept as a record of Gift Aid consent.

Gift Aid

Please note, the Gift Aid statement below applies if you choose to select YES in the Gift Aid box on your Membership Application, or if you intend to give Gift Aid in the future. If you do not select Gift Aid, and you do not intend to give Gift Aid in the future, then you can disregard the following Gift Aid statement.

'I would like to take advantage of the Gift Aid Scheme to enable Congleton & District u3a to reclaim 20p on every £1 (or the rate in force at the time) of my annual subscription.

Please treat as Gift Aid, subscriptions I make to Congleton & District u3a in 2026/27, in the future or have made in the last four years. I understand that other taxes such as VAT and Council Tax do not qualify. I am a

UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay the difference.'

Please notify Congleton & District u3a if you wish to cancel this declaration, if you no longer pay sufficient Income or Capital Gains Tax, or if you change your home address. Note: If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment Tax Return or ask HM Revenue and Customs to adjust your tax code.

National u3a

Names and addresses of Members may be passed to the National Office for circulation of 'Third Age Matters' and similar publications from the National Office where the Committee decides they would benefit from such material, and their consent has been obtained. No other information from the database is made available outside Congleton & District u3a.

Retention

Information regarding Gift Aid donations is retained for as long as required under HMRC regulations; other data is retained for one year after the Member resigns. Members authorised to receive personal information from the database must take reasonable precautions to keep this information secure and confidential. Members must take care not to disclose the information to unauthorised parties either intentionally or otherwise, and must ensure that any information received or gathered is destroyed once the purpose for which it was provided is fulfilled.

Cookie Policy

We use cookies in our website to improve its performance and enhance your user experience. Cookies are small text files which a website may put on your computer or mobile device when you first visit a site or page. The cookies will help the website to recognise you and your device the next time you visit. All of the data recorded remains within your device and is not shared with anyone else.