



DEREHAM U3A POLICY DOCUMENT

1. CHARITIES

Many charities request permission to email members or ask to come to give talks to promote their interests. Our policy is that members give to charities of their choice, and that being subjected to this kind of pressure, at meetings or by email, is counterproductive. We do not, therefore, in general allow these sorts of activities at our meetings or give internet access.

If exceptions, in special circumstances, are made to this policy, it should be in favour of charities or interest groups which directly affect our members locally.

2. DEATH OF MEMBERS

If a member dies, as this will be an ongoing occurrence, it was agreed that the Chair will give notice of a death at the monthly Members' Meeting. Members and Group Convenors who have a personal connection to the deceased may choose to send a card to the family or attend the funeral. The news will also be published on the NEWS page of the website.

3. DEFIBRILLATOR

Dereham U3A believes a defibrillator should be available inside the Memorial Hall for use by first aiders and other trained members, to treat anyone who may have a heart problem at our meetings. Consequently, we coordinated raising funds to purchase a defibrillator for this purpose. Dereham U3A has no objection to the defibrillator also being made available to other hall users, but since the final owner and supervising body is Dereham Town Council, this is at their discretion.

The present understanding is that Dereham Town Council makes the defibrillator available to Dereham U3A for their use and maintains it.

4. FIRST AID

If any member requires first aid the incident must be recorded on a Dereham U3A incident/accident form to include the date, details of the incident and advice given to visit a doctor should symptoms continue. This form will be retained by the Secretary.

5. MEMBERS DETAILS/PRIVACY POLICY

Dereham U3A treats members' privacy rights seriously. This privacy policy sets out how we will deal with 'personal information', that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When an interest is expressed in becoming a member of Dereham U3A we will collect certain information. This includes.

- name
- home address
- email address
- Telephone number

How do we collect this personal information?

All the information collected is obtained directly from the member. This is usually at the point of initial registration. The information will be collected via membership forms or online contact forms. The lawful basis for collecting and storing information is due to the contractual relationship that a member has with the U3A. To inform members about the groups, activities and events that can be accessed as a member we need to store and process a certain amount of personal data.

How do we use personal information? We use personal information:

- To provide our U3A activities and services.
- For administration, planning and management of our U3A.
- To communicate with members about group activities.
- To monitor, develop and improve the provision of our U3A activity.

We may send messages by email, post, other digital methods and telephone to advise our members of U3A activities. A member can opt out of this at any time by informing The Chair. Convenors and committee members alike are to be reminded of the need to "blind copy" emails where appropriate.

Who do we share personal information with?

We may disclose members' information, including personal information:

- Internally - to committee members and group conveners - as required to facilitate participation in our U3A activities.
- Externally - with the member's consent for products or services such as direct mailing for the Trust magazines - Third Age Trust and Sources.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share information outside of the U3A we will seek consent and inform the member as to who the information will be shared with and for what purpose.

How long do we keep personal information?

We need to keep current members' information so that we can provide our services. In most instances information about our members will not be stored for longer than 12 months should a member not renew. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

How information can be updated or corrected:

To ensure the information we hold is accurate and up to date, members need to inform the U3A as to any changes to their personal information. This can be done by contacting the membership secretary via the link on the website, or at a monthly meeting. On an annual basis, members will have the opportunity to update their information, as required, via the membership renewal process. Should they wish to view the information that the U3A holds, they can make this request by contacting the membership secretary - as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise, we will usually respond within 14 days of the request being made.

Storage of personal information:

We have in place a range of security safeguards to protect personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with a browser when you register and login into our

online services. Membership information is held on a spreadsheet and accessed by Committee Members and Group Conveners - as appropriate.

Changes to this policy:

This policy may change from time to time. If we make any material changes, we will make members aware of this via the Newsletter and the monthly members' meeting.

6. WINDING UP A GROUP

Any assets used by the group, which were purchased with a grant from central funds, are the property of U3A Dereham. Other assets, including equipment purchased by the group members own funds, revert to the members to share out amongst them. Any remaining funds revert to U3A Dereham.

7. TRAVELLING EXPENSES

Present policy is that car sharing members should contribute to car costs. For other expenses on U3A business, car mileage will be paid at the AA rate at the time. Bus fares and 2nd class rail fares will be paid.

8. REFRESHMENTS

The float for use by the social secretary to purchase refreshments for monthly meetings is set at £50 to cover expenditure each month of approximately £10. Refreshments money at members' homes is presently 50p per person.

9. MONTHLY MEETING VENUE

All monthly meetings will normally be held at the Dereham Memorial Hall. Other suitable venues in and around Dereham may be used for smaller meetings.

Groups may meet in members' homes whenever feasible.

10. OUTINGS

Day trip and holiday booking procedures along with cancellation charges may be viewed on our website. These policies supersede previous policies which may be viewed in the U3A archives.

10a. **SPECIAL DIETARY NEEDS AND FOOD ALLERGIES**

It is the responsibility of individual Dereham U3A members to ensure that group convenors and outing/event organisers are informed of any special dietary requirements or food allergies they may have relevant to the event.

11. **PRINTING**

Up to 20 copies by committee members will be paid for at 10p per copy for black and white and 20p for colour. Large batch printing should be done by a suitable printer as agreed upon at the time by the committee.

2. **RAFFLES**

As a charity, U3A is not allowed to contribute funds to other charities, however individual members may run raffles for deserving local charities. Raffles for particular charities run for a period of 6 months, and members are asked to choose Dereham or local charities within Norfolk to which contributions are made.

13. **RECEIPT FOR MEMBERSHIP FEE**

Members shall be entitled to a membership card as receipt for payment and this card will also be used for any necessary identification at meetings/functions.

14. **SPEAKERS**

When booked, speakers must be advised about the size and nature of the Memorial Hall and asked to make sure they are audible. It was agreed that when speakers are booked, they should be advised that we expect them to use a microphone and to bring their own laptop. Speakers should also be made aware of the other technology available to them at the Memorial Hall.

15. **NEW GROUPS**

Generally, the committee will underwrite a new group's basic costs for meeting rooms etc. for a period required to establish the group. However, it is expected that the group will levy a reasonable fee from those participating for costs and refreshments. For those groups that may need equipment to get started, the committee will consider purchasing the basic equipment necessary for the proper functioning of the group. These purchases will be classified as assets belonging to Dereham U3A for accounting records.

Groups should apply for approval of the cost of equipment before any purchase is made.

Once the initial basic equipment has been supplied, all future replacements due to wear and tear must be financed from group resources.

The above is except for Force Majeure such as theft or other occurrences not the fault of the group, which result in loss or damage, when the committee may assist with replacements.

In the event of a group being wound up and ceasing to function, all such purchased equipment reverts to Dereham U3A to be disposed of as the committee decides. See also Policy 6.

16. PARTICIPATING IN U3A ACTIVITIES

Before taking part in any U3A event, outing or other activities, it is up to all members to do their own assessment of their ability to participate. Where possible, convenors will point out problems, where known, that could arise. These may occur on walks, for example stiles, narrow bridges, uneven terrain and distance, and on outings or visits where there may be stairs or uneven paths etc.

It should also be noted that convenors carry out surveys of such activities to determine the risks and possible hazards, but if conditions change after such surveys the convenors cannot be held responsible for any resultant possible misadventures.

Organisers may have to advise members that it would be inappropriate for them to participate in some functions and events, if they feel the member might not be able, or need assistance.

In these cases, we reserve the right to advise a member that we cannot accept them for the event or activity. We always very much regret such decisions; however, organisers may feel they have no alternative, bearing in mind the wellbeing and enjoyment of other members.

Therefore, convenors and organisers:

- Will help where they can but cannot be involved in any lifting or other physical effort which could jeopardize their own health.
- Will do their best to make a member comfortable if they are unexpectedly taken ill and advise them to seek medical help.
- Will do their best to help if members have any other problems
- Will, in all cases, do their best within reason to make a member's participation in any activity a success.

However, they are not prepared to:

- Push wheelchairs.
- Assist with personal needs
- Save seats on outings.

In some cases, they could recommend that enjoyment of an outing may be enhanced by bringing a helper/carer. However, the carer would be required to pay the same costs as a member.

Members are strongly advised to notify the organiser, in confidence, of any health problems they feel could affect their enjoyment of the event.

17. DEREHAM U3A "TASTER" SESSIONS FOR POTENTIAL NEW MEMBERS

Non-Members who are considering joining the Dereham U3A can attend a maximum of **two** "Taster"

sessions free of charge after which they will be required to become full members.

The **two** "Taster" sessions can be any combination of attendances at a general meeting or interest group.

Group convenors must ensure a record is kept of non-member attendances and the membership secretary must be informed, preferably by email.

By following this procedure, it will ensure that we comply with National U3A insurance arrangements.

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