

TONBRIDGE U3A

Founded in 2000

WHAT IS THE U3A (University of the Third Age)?

It is an association for shared learning in a social atmosphere in which members, no longer in full-time employment, pool their knowledge and abilities for mutual benefit. No qualifications are required of members and none are awarded. Tonbridge U3A is a member of the Third Age Trust which offers advice, resources and other help to all of the local U3As.

TONBRIDGE U3A OFFERS:

- Monthly meetings with a guest speaker (*first Wednesday in the month*)
- Monthly outings
- Theatre visits
- Approximately 100 different groups (*please refer to list below*)
- Short courses and study days
- Monthly Tonbridge U3A News
- Third Age Trust magazine 'Third Age Matters' (*5 issues per year*)

When you have paid your subscription you will receive a membership card (to be shown at monthly meetings and some other occasions), a members' handbook with details of groups and leaders, and a copy of Tonbridge U3A News.

GROUPS include:

Accidental Chefs	Ambling	Art Appreciation
Art to Share & Care	Art Viewing	Birdwatching
Book Circle	Bowling - Lawn Bowls	Bowling - Short Mat Bowls
Bowling - Ten Pin Bowling	Bridge	Bus Group
Canasta	Card Making Group	Chess
China Discovered	Choir	Church Building Tours
Circle Dancing	Coastal Walks	Country Dancing
Country Walks	Creative Writing (Writers' Workshop)	Croquet
Cycling	Drawing for Fun	Embroidery
Engineering	English Novel Development	Family History
Finance & Economics	French Conversation	Galleries, Exhibitions and Museums GEMS
Gardening	Geology	German
Golf	History	History - Local
History - World Affairs	Industrial Heritage	iPad
Jazz Forum	Kayaking	Knitting
London Walks	Mah Jong	Meditation
MOTO [Members On Their Own]	Music Appreciation	Opera and Ballet
Patchwork & Quilting	Philosophical Investigations	Photography and Video Filming
Play Reading	Poetry for Pleasure	Poetry Writing
Recorders	Reiki	Rummikub
Science	Scrabble	Sequence Dancing
Sing-along	Spanish Conversation	Storytelling
Take One/Another/One More Day (Current Affairs)	Table Tennis	Tai Chi and Qi Gong
Wine Appreciation Group (WAG)	Ukulele	Visiting Antique Auctions
	Writers of Hampstead	

TONBRIDGE U3A Membership Application

YOUR DETAILS (Upper or lower case)

Member 1

Title + Surname	First name
Email**	Telephone
Address	
	Postcode
Membership No. if already a member being joined by a Member 2:	

Member 2 – (Joint Member at same address)

Title+Surname	First name
Email**	Telephone

**To reduce costs, the committee will communicate with you via email where possible.

MEMBERSHIP FEES are payable by

- (a) **CHEQUE (made out to TONBRIDGE U3A) for the first payment and then by**
- (b) **a (recurring) STANDING ORDER (form enclosed) which will make payment each year following**

TU3A Membership Year runs from **1 September to 31 August** and costs

£15 per single person or **£25** for **two** people at the same address.

[half yearly fee is **£7.50** or **12.50** for members joining between **1 March and 31 July.**]

Members applying in August will be treated as joining on 1 September of that year

I/We enclose CHEQUE for £15.00 / £25.00 (first year) and completed STANDING ORDER FORM for £15.00 /£25.00 dated for 1 September following

OR

I/We enclose **CHEQUE** for £7.50 / £12.50 (to 31 August) and completed **STANDING ORDER FORM** for £15.00 / £25.00 dated for 1 September next (same year)

Delete as appropriate (one cheque only required)

These fees include a £3.50 membership fee paid to our national organisation, the Third Age Trust, which provides a wide range of services and benefits, including liability insurance cover.

I/We wish to receive the monthly TU3A Journal electronically
(reducing carbon footprint, postage and printing costs)

OR

I/We wish to receive the monthly TU3A Journal by post

PLEASE SIGN THE DECLARATION ON PAGE 2 - then send to:

TU3A Membership Secretary, 13 Streamside, Tonbridge, Kent TN10 3PU

(email: membershipu3aton@gmail.com)

Tel: 01732 355919

Please address all membership queries to the Membership Secretary

TERMS AND 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 (Membership Secretary) of any change in your personal details.

FOR YOUR APPLICATION TO BE PROCESSED, YOU MUST RETURN TO US:

➤ A completed and signed APPLICATION FORM	<input type="checkbox"/>
➤ A signed CHEQUE for the appropriate sum made out to "Tonbridge U3A"	<input type="checkbox"/>
➤ A completed STANDING ORDER FORM	<input type="checkbox"/>
➤ A STAMPED, SELF-ADDRESSED ENVELOPE A5 document (C5 envelope) size (ordinary 1 st or 2 nd class postage) 162mm x 229mm (½ A4)	<input type="checkbox"/>

If appropriate we would appreciate a completed Gift Aid form which enables TU3A to benefit from 25p for each £1 and helps us to keep our membership fees down (see form details)

I/We apply for membership of Tonbridge U3A and confirm that I/we will abide by the terms of membership as stated above. I/We confirm that I/we have completed the form myself/ourselves.

Delete as appropriate

Signed (First Applicant)	Dated
Signed (Second Applicant [if applicable])	

PRIVACY STATEMENT

Tonbridge U3A requires members to provide their personal information so that you can be kept informed about events and activities that are offered as part of your membership. A full policy document is attached.

In collecting your information Tonbridge U3A will:

- Store it securely
- Use it to communicate with you as a U3A member.
- Share your information with group leaders/conveners for those groups that you are a member of.
- Send you general information about the Third Age Trust*

*The Third Age Trust are the national office to which all U3As are affiliated.

Are you happy to be added to the direct mailing list for the Third Age Trust magazines – Third Age Matters and Sources (distributed 5 times per year)? If so, please tick the box below:

I consent to my data being shared with the company who oversee the distribution of the Trust Magazines.

You may request for your data not to be used for the direct postal mailing of Third Age Trust magazines at any time by contacting The Membership Secretary at membership.u3aton@gmail.com



STANDING ORDER INSTRUCTION

Please complete this form in **BLOCK CAPITALS** and **BLACK INK**

❖ **TO THE MANAGER OF YOUR BANK:-**

Your bank details as shown in your cheque book

WHICH BANK:

BANK Address:

BANK Postcode:

IN CAPITALS

My Account Name:***

My Account Number:

BANK Sort Code:

*****This is the name above your signature on your cheque – not the type of account**

❖ **PLEASE PAY TO THE ACCOUNT OF:-**

Account Name:	Tonbridge U3A				
At Bank Name:	Lloyds Bank plc				
Account Number:	17964360				
BANK Sort Code:	30-98-63				
THE SUM OF £.	IN WORDS:				
quoting the reference:					(For office use only)
	U3A Number				
commencing on <u>1ST SEPTEMBER 2021</u>			and on the same day EACH YEAR until further notice		

Surname												Initials			
Signature :														
Date:														

GIFT AID DECLARATION

If you pay income tax, please Gift Aid your subscription to Tonbridge U3A. All you have to do is fill in this form. TU3A can then recover from HM Revenue & Customs the tax that you paid when earning that money to pay the subscription.

In accordance with HMRC rules this will cost nothing to members.

Signatories must pay income tax at least equal to the tax that Tonbridge U3A can reclaim. You may cancel your Gift Aid declaration at any time and you may complete a declaration for more than one charity. Your declaration remains valid until it is cancelled. There is no need to complete a declaration every year.

Please return your completed Gift Aid declaration to the **Membership Secretary, 13 Streamside, Tonbridge, Kent TN10 3PU.**

Please note that the declaration can be completed **even if only one member of a joint membership is a taxpayer** - Complete [A] And [C] - Gift Aid can still be recovered on the entire subscription.

How to complete the Gift Aid declaration:

- [i] *If you pay an **individual** subscription and you are a taxpayer, please:*
complete your full name [A], address and sign and date the declaration
- [ii] *If you pay a **joint** subscription and you are **both** taxpayers, please:*
complete **both** your full names [A] and [B], address and **both** sign and date the declaration
- [iii] *If you are the **sole taxpayer** in a couple paying a **joint** subscription please:*
complete your full name [A], full name of your spouse/partner who is not a taxpayer [C], your joint address, sign and date the declaration.

I should like Tonbridge U3A to treat all subscriptions I have made since 6th April 2006 and all subscriptions I make from the date of this declaration as Gift Aid donations until I notify you otherwise. I confirm that the UK income tax I pay each year will be greater than the tax Tonbridge U3A will reclaim on my subscriptions.

FULL NAME [A] (Either member paying tax)

[B] (Other joint member paying tax)

FULL NAME [of spouse/partner who is a **non-taxpayer**]

[C] (Other joint member not paying tax-
TU3A can still claim on both members)

ADDRESS

.....

.....

POST CODE

SIGNATURE [s]

.....

DATE

Remember, your declaration must be cancelled if you no longer pay income tax

TONBRIDGE U3A Privacy Policy

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

What personal information do we collect?

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

- your name
- home address
- email address
- telephone number
- your subscription preferences
- your banking details on a Standing Order form

If you give us details of a person to contact in emergency these will also be recorded in your membership record.

How do we collect this personal information?

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

How do we use your personal information?

We use your personal information:

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

We'll send you messages by email, post, other digital methods and telephone to advise you of U3A activities.

Who do we share your personal information with

We may disclose information about you, including your personal information

- Internally - to committee members, membership champions (members who assist the membership secretary) and group leaders – as required to facilitate your participation in our U3A activities;
- Externally – with your consent for products or services such as direct mailing for the Trust magazines – Third Age Trust and Sources;
- Externally to HMRC if you have ticked the Gift Aid box.
- If we have a statutory duty to disclose it for legal and/or regulatory reasons. In this instance we will seek to obtain your consent, unless there was a legal requirement to withhold notification. Information would be

shared without consent where there were serious safety concerns and it was felt to be in your or the U3As best interests to disclose information.

How long do we keep your personal information

We need to keep your information so that we can provide our services to you. Your information will be stored until you cease to be a member of Tonbridge U3A when, after a period of seven years it will be deleted. 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.

Banking details in the form of Standing Orders will be stored securely until sent to the banks.

How your 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. You can do this by contacting the membership secretary using the contact details in the journal and on our website. Should you wish to view the information that Tonbridge U3A holds on you, you 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. It is planned to provide an online portal where it will be possible for members to check their personal information.

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. Security measures include use of cloud storage, firewalls, audit trail, confidentiality procedures and use of a management database system. Your membership information is held on a secure database and accessed by Committee Members, Group Leaders and other members who assist in the operation of Tonbridge U3A.

Availability and changes to this policy

This policy is available on the Tonbridge U3A website (www.tonbridgeu3a.com) or by sending a sae to the membership secretary (contact details in the monthly journal and on the website). This policy may change from time to time. If we make any material changes we will make members aware of this via the Journal.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us at u3aton@gmail.com or via one of the committee.

Tonbridge U3A Management Committee, March 2021