

Paphos Third Age (P3A) Data Protection Policy

The P3A collects and stores personal information relating to our members and we therefore adhere to the Data Protection requirements and the Laws of Cyprus generally. We ensure the personal information we obtain from members is held, used, transferred and otherwise processed in accordance with the law.

Your personal information which you provide will be securely held by the P3A membership secretary. Your name and email address will also be held in our secure bulk mailing system, and may be used by P3A committee members to send you notices of P3A activities.

1. What personal information do we collect?

Personal information is information that can be used to identify you. It can include your name, postal address, email address, phone number and (optionally) previous occupation. We collect personal information about you when you become a P3A member, or otherwise give us such information.

We do not collect or store any additional information about our members beyond the above-mentioned contact details. Our website does not use cookies, nor does it give us any information on individual users. It only provides aggregated data on the overall number of visits and page-views.

We do not collect “sensitive personal information”, such as about your health, unless there is a clear reason for doing so, such as participation in an event where we need this information to ensure we provide appropriate facilities for you. Such information is not retained by the P3A after the event; it is only used by the event organiser.

P3A Group Leaders collect the names, email addresses and if necessary, telephone numbers of their group members, for the sole purpose of organising group activities. They are required to store this information securely and use it in accordance with the law. They are not permitted to share it with third parties.

2. Why do we collect and how do we use your information?

We may collect your personal information for the following reasons:

- to provide you with the services or information you have requested;
- to provide you with information about our activities;
- to invite you to participate in events, meetings or surveys
- for administration purposes e.g., we may contact you with a query about your membership;
- for internal record keeping;
- to analyse and improve the services we offer;

- where it is required or authorised by law.

We may also send you communications via e-mail, for example to confirm your membership.

We do not send our members any communications about non-P3A events, promotions, charities or companies. Only in exceptional circumstances, we may find it necessary to draw members' attention to changes in Government regulations which may affect them.

P3A Group Leaders may, at their own discretion, communicate non-P3A-related information to their group, provided the information relates to the group's activity or area of interest.

3. Information sharing and disclosure

We will not sell or give your information to any third party, except insofar as is required by the Law.

4. The accuracy of your information

We aim to ensure that all information we hold about you is accurate and up to date. If any of the information we hold about you is inaccurate and either you advise us or we become otherwise aware, we will amend it as soon as possible. If you wish to change any of your information, please inform our Membership Secretary.

5. Storing your information

We will keep your information for as long as required to enable us to operate but not for any longer than is necessary. We will take into consideration our legal obligations when determining how long we should retain your information. When we no longer need to retain your information, we will ensure it is securely disposed of. We use appropriate security measures to ensure that no unauthorized person has access to your personal information.

6. Changes to the policy

We will review and update this statement at our discretion. Any changes will be notified to you either via e-mail or through an announcement on our website and your continued use of our website, any of our services and/or the continued provision of personal information after we have posted the changes will be taken to mean you are in agreement with them.

7. Your rights

You have the right to:

- request a copy of the information the P3A or our group leaders hold about you;
- update or amend the information the P3A or our group leaders hold about you if it is

wrong;

- change your communication preference at any time;
- ask the membership secretary to remove any or all your personal information from our records;
- raise a concern or complaint about the way in which your information was obtained or is being used.

All requests shall be made in writing/email.