

Aspley Classes for Seniors Privacy Statement

Collection of Information

Aspley Classes for Seniors collects personal information from:

- students and potential students in its classes;
- tutors, aides, assistants and other helpers;
- the clergy in charge and some other officers of its sponsoring churches; and
- members of its management committee.

The information collected includes names, addresses and contact details, including landline and mobile telephone numbers, postal and email addresses.

Use of the Information

This information is collected so that Aspley Classes for Seniors can operate efficiently and effectively to achieve its stated purpose, namely “to provide opportunities for informal learning in a wide range of subjects for citizens aged fifty years and above”.

This purpose requires, *inter alia*, the creation and circulation to tutors of class lists, contacting students about changes to class arrangements, maintaining records of class attendance for insurance purposes, the submission of enrolment forms and receipts to an annual external audit, the facilitation of contact between tutors and students, the circulation of minutes and agenda documents to members of its management committee, and the reimbursement of fees or expenses when required. The previous sentence provides an illustrative, but not an exhaustive list of the uses for which personal information may be required.

Security of the Information

Aspley Classes for Seniors accepts the responsibility of storing personal information securely and supplying it only to those within Aspley Classes for Seniors who need to access it. In general this responsibility will be exercised by storing such information in hard copy and/or on personal computers, or on cloud storage. No member of the Management Committee or other member of Aspley Classes for Seniors can or will be responsible in the event of any storage system being hacked or abused by third parties.

Personal information will not be shared with third parties without the permission of the owner of the information.

Any question or problem regarding the storage or handling of private information should be raised with a Class Co-ordinator, or an Executive member of the Management Committee, or emailed with appropriate details to aspleycfs@hotmail.com

*A copy of this information sheet is available upon request, or may be downloaded from www.aspleyclassesforseniors.com

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