

## PRIVACY & DATA PROTECTION SUMMARY

The new data protection regulation (GDPR) has come into force and this is an overview of how Southport U3A keeps and uses your data.

### CENTRAL DATA

On our central database we hold the information you entered onto your application forms, possibly amended over time.

The identifying data is your membership number, title, name, postal address, telephone numbers and email address. We also hold the year that you joined the U3A, your latest subscription payment date and indication of whether Gift Aid may be claimed or not.

This information is not shared with anyone outside of Southport U3A.

### GROUP DATA

Group leaders normally ask for name, telephone numbers and email address. In a few cases they may ask for your postal address.

If you have not provided up to date information for the group leader to contact you, they sometimes obtain an email address or phone number from the membership secretary.

For some purposes, such as booking flights it is necessary for the group leader to send personal details to an outside agency. You will be asked separately to provide that information.

Photographs are sometimes shown on the Group pages of the u3a website, or in newsletters, magazine or Facebook sites and other social media. They may also be used in general u3a publicity material. Either before the photo is taken, or before it is published, the group leader or photographer must obtain permission from everyone in the picture. *If you do not wish to be in a picture, please inform the photographer and step away before it is taken*

### EMERGENCY CONTACT DETAILS

As well as the contact details you have written on the reverse of your membership card, group leaders may also ask for details. When these are provided by the member the U3A makes the assumption that you have the contact's permission to provide these details.

### RETENTION OF DATA

Because of Gift Aid and Tax requirements, member data is retained by the membership Secretary and the Treasurer for 6 years

Group leaders should delete all record of members no longer attending their meetings. This would normally be after a 3-month absence.

**A full copy of our Data Protection Policy can be found in the “Documents” section on the Southport U3A Website**