

## Privacy Policy

### Policy

The Management Committee of U3A (South Coast) Inc., holds information provided by members on their enrolment forms on a database. The information is only used for administration and statistical purposes, and to contact members about U3A business. It is not passed to third parties.

### Procedures

Access to this information in its entirety is only available to members of the Management Committee in the discharge and for the purposes of their official duties. All reasonable steps are taken to ensure that information in documentary form is kept secure and confidential.

Group Leaders, Course Leaders and Course Coordinators will only have access to information which is relevant and directly related to members who have enrolled in the groups or courses for which they are responsible.

We do not share members' personal information with others except under these conditions, unless it is with the members' prior written or verbal consent.

We do not disclose members' personal information for use in mailing lists or databases. Any general distribution emails to U3A members are "Blind Cc'd".

### Photography and Publicity

Any photographs taken at U3A (South Coast) Inc., events may be used for publicity purposes. If you do not wish your image to be used, please advise the photographer not to include you and, if possible, move to the sidelines to allow photography of the rest of the group. Failure to do this will imply tacit approval of our policy and their inclusion.