
GUIDELINES FOR PROTECTING PRIVACY FOR U3A BALLARAT MEMBERS

Introduction:

These are general guidelines on what information from our records should be provided to other members by our Tutors, Class Reps and all other members who have access to this information.

Implementation:

Tutors and Class Reps:

- a. In the case of Tutors and Class Reps, all members of a class should be asked to give their permission for their email contact details to be given to other members of the class.
- b. Tutors or Class Reps should provide a phone number/email to enable members of the class to contact them.
- c. While members should be encouraged to advise their absences on MyU3A, many will prefer to apologise in person. Making a class roll available at meetings will enable members to note in advance when they will be absent.

Committee Members and Office Volunteers

- a. Committee members and Office Volunteers should be careful to refer to the Timetable contact details that Tutors and Reps provide. If there is a phone number, it may be given out to a prospective class member. If there is an email address, this is what should be released.
- b. Should a U3A member request a phone number, email or address details of another member, it is mandatory to check first with that member that they are happy for this information to be released.
- c. We do have members who need their anonymity to be respected and for this reason, whenever photographs are being taken at classes or events all participants need to be warned so that they will not appear in publications or on our Website.
- d. When enrolments are being taken it is important that Membership Forms are processed into the system and then shredded.

General Membership

All members have an obligation to respect the privacy of other members and should ask permission before divulging anyone's personal information.