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Confidentiality Policy

Policy Statement

The u3a board of Trustees work on the principal that it has a duty of confidentiality on matters related to u3a business. It is the committee’s policy that all information received on members, paper work, group leaders and reports are kept private and that only those people who need to have any information will have access.

Procedure

The u3a board of Trustees agree to confidentiality with all matters discussed and agreed at the Trustees meetings.

u3a committee business is for the Trustees only and should not be open to other members unless agreed by the Board

Any information will only be given to those who absolutely need to know and wider issues of confidentiality will apply.

Outside of the meeting; No Trustee will talk about any matters, individuals or items of importance that are raised at the Trustees meeting without the agreement of the whole Board.

Any Trustees meeting to discuss certain issues does so privately and discreetly and not within hearing of the public.

Faversham and district u3a considers that access to information, security and privacy of data is an absolute right.

This policy was adopted on

Signed Print Name