

## PRIVACY STATEMENT

Sidmouth u3a processes a member's information so that we can keep you informed about events, groups and activities as part of your membership. The lawful basis for Sidmouth u3a collecting this information is legitimate interest.

In processing your information Sidmouth u3a will:

- Store it securely.
- Use it to communicate with you as a u3a member.
- Send you general information about Third Age Trust\*.
- Share your information with the Committee & group leaders of groups of which you are a member or may join in the future.

Group leaders will only use your contact details to inform you about group activities or to access your Emergency Contact in case of emergency.

Please notify the Membership Secretary if you do not wish your contact information to be shared with the group leaders.

*\*Third Age Trust is the National Office to which all U3As are affiliated.*

## TERMS AND CONDITIONS OF MEMBERSHIP

All members must:

- Abide by the Principles of the u3a movement.
- Always act in the best interests of the u3a
- Never do anything to bring the u3a into dispute.
- Abide by the terms and conditions of the constitution.
- Treat fellow members with respect and courtesy at all times.
- Comply with and support the decisions of the elected committee.
- Advise the Committee of any changes to your personal details.
- Advise the Committee of any changes affecting your Gift Aid agreement.
- Abide by the Member Code of Conduct.

## U3a MEMBERS CODE OF CONDUCT

The u3a expected standards of behaviour for members emphasises respectful interaction with others, adherence to the u3a movement's guiding principles, responsible use of resources, and commitment to the organisation's reputation.

### KEY COMPONENTS

- Treat all members with dignity
- Respect diverse backgrounds and opinions
- Maintain confidentiality
- Act in the best interest of u3a.

Failure to adhere to the code can result in warnings or exclusion from the organisation.

### KEY PRINCIPLES

**Respect and Dignity:** Treat all members with respect and dignity, regardless of their age, gender, ability, race, cultural background, sexual orientation, or religious beliefs.

**Respectful Attitude:** Maintain a respectful attitude toward the opinions of others.

**Uphold u3a Principles:** Promote and act in accordance with the u3a movement's guiding principles.

**Good Role Model:** Act as a good role model through appropriate behaviour.

**Best Interest of the Movement:** Act in the best interests of u3a, avoiding any actions that could bring it into disrepute.

**Responsible Resource Use:** Use the u3a's resources only for its stated charitable objects and purposes.

**Organisational Policy:** Adhere to the current organisational policy of the u3a, even if it conflicts with personal views.

**Confidentiality:** Ensure the confidentiality of both organisational and individual information.

**Safety:** Participate safely in groups and activities, following any directives from group or event leaders.

**Support Committee Decisions:** Comply with and support the decisions of the elected committee.

### CONSEQUENCES OF NOT ADHERING TO THE CODE

**Warnings:** A group leader may issue a warning for unacceptable behaviour.

**Exclusion:** If conduct does not improve after a warning, a member may be excluded from the specific group or activity.

**Disciplinary Action:** In severe cases of discrimination or harassment, members may face exclusion from the organisation itself.

**Appeals:** Members who have been excluded from a group may appeal to the Chairman who will present the case to the committee.