



Policy on Collection and Use of Personal Information

I. Policy

All personal information will remain confidential in a secure environment and will be used or disclosed only with consent, except as otherwise stated in the following policy. Personal information includes one's name, electronic mail (e-mail) address and all other data or preferences provided to The Urantia Book Fellowship.

II. Procedure

- A. The following is a list of methods by which individuals will be added to the Fellowship's mailing list:
 1. Personal request of reader or acquaintance by visit, phone call, email or letter.
 2. Return of the Fellowship mailing list card.
 3. Request by reader for study group information.
 4. Attendance at Fellowship-sponsored conferences and activities.
 5. Subscription to Fellowship-sponsored conferences and activities.
 6. Financial contribution to the Fellowship.
 7. Becoming a member of a society or member-at-large;
 8. Information or list from societies or area contact persons.
 9. Lists provided by local conferences (attendee is informed and given the opportunity to decline);
 10. Lists provided by other Urantia Book-related organizations (individual is informed and given the opportunity to decline).
 11. As a result of product purchases made directly from us or our web store.
- B. The following is a list of methods by which individuals will be removed from the Fellowship's mailing list:
 1. Personal request of reader by visit, telephone call, email or letter.
 2. Upon request from a society officer.
 3. Mail returned with no forwarding address.
 4. Upon graduation.

- C. The following is a list of methods by which the Fellowship will use personal information:
1. Personal information is intended exclusively for purposes related to the official business of the organization.
 2. To facilitate interaction between The Urantia Book Fellowship, its societies, members, and all others in our database, for general communication, notification of events and fundraising.
 3. Personal information will be shared *only* with trusted third parties who assist in operating our website and conducting our business, as long as those parties agree in writing to keep this information confidential.
 4. It may be necessary to release information to comply with the law, enforce site policies, or protect individual or organizational rights, property, or safety.
 5. The Urantia Book Fellowship will use an individual's personal information as requested by the individual.

Approved by the Executive Committee 12/19/2013