



PRIVACY POLICY

Introduction

U3A Maribyrnong Inc. recognizes the importance of protecting members' privacy in relation to their personal information

Purpose

The purpose of this policy is to ensure U3A Maribyrnong Inc. provides a framework to protect the privacy of members' personal information during its collection, use and storage, consistent with Commonwealth and State privacy law obligations relating to the handling of personal information.

Policy Statement

This policy applies to any personal information collected by U3A Maribyrnong Inc. as part of membership processing, activities allocation or for any other events.

Collection of Personal Information

U3A Maribyrnong Inc. will only collect members' personal information consistent with its primary purpose and its Rules. This information is needed to provide services and administrative support including:

- Activities and events available to members.
- Communication, administration, marketing and planning purposes.
- Program development, quality control and research purposes.
- Maintaining accurate and up-to-date membership records.
- Complying with any legal obligations.

Personal information collected includes:

- Name
- Postal, street, email addresses
- Telephone contact details
- Emergency contact details
- Gender
- Year of birth
- Country of origin
- Previous profession or occupation

Other information collected may include:

- Skills or interests
- Images (photography or video)

- Other information provided by members such as responses to members surveys, research etc

This information is recorded on the U3A Membership Administration System (UMAS) and is collected from members, either by:

- Members' own on line access to the electronic membership/ enrolment system or
- Committee members

All members and any contractors are bound by the Code of Conduct Policy and all will be informed of attention to this policy re acting with integrity and observing strict confidentiality with members' personal information.

Procedures

Use of Personal Information

Members' personal information will not be shared or disclosed, other than as described in this policy. No personal information will be made available to others for direct marketing purposes. U3A Maribyrnong Inc. will only disclose personal information on a need to know basis to fulfill purposes that are directly relevant to our Rules. This may include:

- Members of the Committee of Management
- Activity leaders/ tutors
- Contractors or service providers where this is essential to provision of a service.

The Committee of Management may also authorize disclosure of non-identifying demographic information such as age gender etc to U3A Network Victoria Inc., Victoria's peak U3A body.

Security of Personal Information

All reasonable steps will be taken to securely maintain personal information and safeguard it against misuse, loss, unauthorized access and /or modification or disclosure.

Access, Correction, Update of Personal Information

Members may request access to any personal information U3A Maribyrnong Inc. holds about them by contacting the Secretary.

Members with online capability can access and correct or update their own information at any time by using their password and logging into UMAS via the U3A Maribyrnong Inc. web site.

Members without on line access may ask the U3A Maribyrnong Inc. Secretary to access their information and make changes /updates on their behalf.

Members are requested to keep their personal information secure. Members who connect via the internet and access the website should ensure they have a fully functioning firewall and anti-virus protection. In addition password confidentiality should be maintained.

Data Breach

In the unlikely event that a "Data Breach" occurs such that Member Details / Passwords are compromised members will be contacted immediately to inform them of the breach and to indicate whether they need to take action, for example changing their password.

Members who are concerned their privacy may have been breached have the right to make a complaint.

Written details of any complaint should be provided to the U3A Maribyrnong Inc. Secretary.

U3A Maribyrnong Inc will treat any complaints confidentially. Contact will be made with the members as soon as possible to discuss concerns and outline a process for resolution. The aim is to ensure any complaints are resolved in a timely, impartial and appropriate manner. The process will be managed consistent with the Grievance section of the U3A Maribyrnong Inc. Rules.

Responsibilities

U3A Maribyrnong Inc. Committee of Management is responsible for:

- developing, adopting, implementing, publishing and reviewing this policy
- collecting, storing and using members' personal information in accordance with this policy and U3A Maribyrnong Inc. Rules
- scrutiny and resolution of any complaint made about failure to comply with this policy
- receiving and responding to enquiries about this policy
- receiving complaints about an alleged failure to comply with this policy, reporting the incident to the President and bringing the matter before the Committee of Management promptly
- advising a member to report the incident to the police where appropriate.

All members, volunteers, employees and contractors are responsible for complying with this policy

Related Documents

- U3A Maribyrnong Inc. Rules of Association: Division 3-Grievance Procedure; Division 2 – Disciplinary Action
- U3A Maribyrnong Inc. Code of Conduct Policy
- U3A Maribyrnong Inc. Membership Terms and Conditions
- U3A Network Victoria Data Privacy and Security Statement