

U3A Geelong Incorporated

Reg. No. A12137

Privacy Policy

Introduction

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

Purpose

The purpose of this policy is to set out members' privacy rights and to document the framework that U3A Geelong Inc. will apply when collecting, storing and using members' personal information.

Policy

1. This policy applies to any information collected by U3A Geelong Inc. that can be used to identify an individual member. The organisation may collect and record the following types of personal information about members:
 - name
 - postal, street and/or email addresses.
 - telephone contact numbers.
 - previous profession or occupation.
 - skills or interests.
 - emergency contact details.
 - photographic or video images.
 - other information provided through member surveys or for other identified purposes.
2. U3A Geelong Inc. will collect personal information about each member directly from the member in question. This will be done through membership and course registration processes. Approval to use a member's image/s in U3A Geelong Inc.'s publications will be sought on the Membership Application and Membership Renewal forms. Members who decline to permit use of their image/s will be omitted from group photographs. From time to time other information may be collected via survey or other methods.
3. U3A Geelong Inc. collects personal information from members in order to provide

services and perform functions that are consistent with its Constitution, including:

- to make classes and other activities available to members.
- for communication, administrative, marketing and planning purposes.
- for program development, quality control and research purposes.
- to maintain accurate and up-to-date membership records.

4. U3A Geelong Inc. will:

- only collect and provide access to information that is consistent with its primary purpose as described in its Constitution.
- will inform its members that any personal information that is held about them is accessible to them on request.
- take all reasonable steps to ensure that information held is accurate and up-to-date.
- take all reasonable steps to ensure that personal information held is protected from misuse, loss or unauthorised access.

5. Members' personal information will not be shared or disclosed other than as described in this policy. Personal information will not be made available to others for marketing purposes.

6. U3A Geelong Inc. may disclose members' personal information for purposes that are directly relevant to its Constitution to tutors, volunteers and members of the Management Committee.

7. As the U3A Geelong Inc.'s website is linked to the Internet, which is inherently insecure, assurance cannot be provided regarding the security of communications conducted online, and such communications are at the member's own risk.

Procedures

8. All data including personal information is held on contracted external (accredited) data servers located in Australia in accordance with Australian and Victorian privacy laws. At U3A Geelong all access to personal information is password protected, and administrative staff have access to this information limited to what is necessary to carry out their role. Such access is also password protected and covered by a signed non - disclosure confidentiality agreement.

9. Members may request access to personal information U3A Geelong Inc. holds about them by contacting U3A Geelong Inc.'s Office Manager., who will aim to provide a suitable means of accessing such information.

10. Where a member believes that personal information held about them is incomplete or inaccurate the member may require the Office Manager to amend it.

11. Where a member believes their privacy has been breached they should contact the Secretary of U3A Geelong Inc. and provide details so that it can be investigated.

13. Disclosure of members' email addresses by tutors and administrative staff through the use of the CC function should be limited. Members have the right to request that their email address not be not be disclosed in any class or administrative mail out. In such cases the use of the BCC (blind Copy) is to be used.
14. Any questions or concerns about this policy, or a complaint regarding the treatment of personal information, should be referred to the Secretary of U3A Geelong Inc.
15. U3A Geelong Inc. will treat confidentially all requests or complaints lodged regarding this policy. Complainants will be contacted within a reasonable time after receipt of the complaint and options discussed aimed at a resolution in a timely, impartial and appropriate manner.

Implementation

16. The Committee of Management of U3A Geelong Inc. is responsible for:
 - developing, adopting, implementing and publishing this policy.
 - collecting, storing and using members' personal information in accordance with this policy.
 - investigating complaints about the handling of personal information.
 - approving access to personal information consistent with this policy.
 - monitoring and revising this policy as and when the need arises.
17. This policy was adopted by the Committee of Management of U3A Geelong Inc. and minuted as such on 22nd July, 2020.
18. This policy will be published on the website of U3A Geelong Inc. within 4 weeks of the date of this authorisation, and copies made available to all tutors and volunteers.

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