

PRIVACY Policy

PU3A Bairnsdale & District Inc. recognises the importance of protecting members' privacy in relation to their personal information.

Procedures

U3A Bairnsdale & District Inc.

- will collect personal information about each member directly from the member in question. This will be done through membership and course registration processes. From time to time, other information may be collected via survey or by other methods.
- reserves the right to film, photograph and video classes and activities, but will endeavour to respect members' privacy where they let U3A Bairnsdale & District Inc. know their preferences in writing.
- . collects personal information from members to provide services and perform functions that are consistent with the constitution, including: Making classes and other activities available to members, for communication, administrative, marketing, and planning purposes and to maintain accurate and up-to-date membership records.
- Only collect information that is consistent with the primary purpose and constitution.
- Inform members of the reason why information is collected and how it is administered.
- Take all reasonable steps to ensure that personal information held is accurate and up to date.
- Take all reasonable steps to ensure that personal information held is protected from misuse, loss, and unauthorised access.
- Members' personal information will not be shared or disclosed other than as described in this Policy.
- May disclose a member's personal information for purposes that are directly relevant to U3A Bairnsdale & District Inc. Constitution, to: Volunteers; for example, tutors and members of the Committee of Management.
- Related organisations; for example, U3A Network Victoria Inc.

As U3A Bairnsdale & District Inc.'s website is linked to the internet. The internet is inherently insecure. U3A Bairnsdale & District Inc. cannot provide any assurance regarding the security of transmission of information a member communicates to U3A Bairnsdale & District Inc. These communications will override members' own risk.

Procedures

1. Members may request access to any personal information U3A Bairnsdale & District Inc. holds about them by contacting U3A Bairnsdale & District Inc. Membership Officer who will aim to provide a suitable means of accessing the information.
2. Where a member believes that personal information held about him/her is incomplete, or inaccurate the member may ask the Secretary to amend it.
3. Where a member believes their privacy has been breached, they should contact U3A Bairnsdale & District Inc. Secretary and provide details of the incident so that it can be investigated.
4. U3A Bairnsdale & District Inc. will treat confidentially all requests or complaints lodged regarding this Policy. U3A Bairnsdale & District Inc. will contact a member within 3 days of time after receipt of their complaint to discuss their concerns and to outline options regarding how the matter will be resolved. U3A Bairnsdale & District Inc. will endeavour to ensure that a members' complaint is resolved in a timely, impartial, and appropriate manner.

Responsibilities

1. U3A Bairnsdale & District Inc.'s Committee of Management 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.
2. U3A Bairnsdale & District Inc.'s Secretary is responsible for receiving enquiries about this Policy and ensuring the complaints procedure as listed in the Rules of Association, Constitution is followed.

Data Collected by U3A Bairnsdale

used to identify an individual member. U3A Bairnsdale & District Inc. may collect and record the following types of personal information about members.

- Name.
- Postal, street and/or email addresses.
- Telephone contact number/s.
- Skills and interests.
- Emergency contact details.
- Image, photo, or video.

Other information you provide to us through member surveys or for other purposes