



WERRIBEE REGION INC.

UNIVERSITY OF THE THIRD AGE

ABN 38 550 617 454

DRAFT V1.2

PRIVACY POLICY

References

- A. Federal Privacy Act 1988
- B. Privacy Amendment Act 2012
- C. Victorian Protective Data Security Framework
- D. *Privacy and Data Protection Act 2014 (Vic) (PDP Act)*
- E. *U3A Werribee Rules for an Incorporated Association*
- F. *Australian Taxation office*

Introduction

U3A Werribee Region Incorporation (Inc) is committed to safeguarding the privacy of its members. This policy outlines our ongoing obligations to you in respect of how U3A Werribee Region Inc manages your personal information.

The purpose of this privacy policy document is to ensure that U3A Werribee Region Inc are guided and bound by ref A, B and C and ref D at <https://www.oaic.gov.au>

This will also ensure our members privacy rights are protected when collecting, storing and using member's personal information.

Personal Information and why we collect it

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone (land line and / or mobile).

We only collect personal information when that information is provided on a voluntary basis. When used in this privacy policy, the term "personal information" has the meaning given to it in the Acts identified in the references. In general terms, it is any information that can be used to personally identify you. If you choose not to provide us with your personal information, we may not be able to provide your requested services and /or contact you due to this information not being disclosed.

U3A Werribee Region Inc will:

- Only collect information that is consistent with our primary purpose and our Rules of Incorporation (ref E)
- Inform members of the reason why information is collected and how it is administered
- Inform members that any personal information held about them is accessible to them
- 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.

What personal information do we collect and hold?

U3A Werribee Region Inc may collect the following personal information for the purpose of keeping you informed of the following, including changes to courses/classes, upcoming events, activities, functions and outings, as well as mailing of our Tri Cycle Newsletter. This personal information consists of your:

- name
- mailing or street address
- email address
- telephone number
- mobile telephone number
- birth year
- previous profession, occupation, skills or interests
- emergency contact person details
- information you provide to us through our office or member surveys.

We may also collect some information that is not personal information because it does not identify you or anyone else so we can provide services and perform functions that are consistent with our rules as follows:

- to make classes and other activities available to members
- to ensure room sizes and venues are suitable
- to ensure venues are accessible and suitable based on age demographics
- for communication, administration, marketing, and planning
- for program development, quality control and research
- to maintain membership records which are accurate and up to date.

How do we collect your Personal information?

We collect your personal information directly from you unless it is unreasonable or impracticable to do so. Personal information may be collected in several ways including:

- when you complete a membership application
- through your access and use of our website
- during conversations between you and our volunteers and approved by yourself
- if you book a social event
- During the year photographs/images may be taken of groups, individuals and / or their work. This will then be published in our Tri Cycle Newsletter to showcase and highlight the diversity of classes and talent in our U3A. Prior to any photographs / images being taken U3A Werribee Region Inc will first ask permission and sign a photography release form (annex) to maintain the privacy of individuals.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record, or health information. U3A Werribee Region Inc does not collect sensitive information.

Sensitive information is not contained in our website. This is because it is linked to the internet, which is inherently insecure.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent, or where required or authorised by law.

Disclosure of personal information

Your personal information may be disclosed in some circumstances including the following:

- Third parties where you consent to the use or disclosure,
- Where required or authorised by law.

Security of personal information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure. When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in member files which will be kept by us for a minimum of 5 years in accordance with ref F.

Access to your personal information

You may access the personal information we hold about you and update or correct it, subject to certain exceptions. You can request access to any personal information we hold about you by contacting the Secretary at sec.u3awbee@hotmail.com

To protect your personal information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal information

It is important that your personal information is up to date. If you find that the information we have is not up to date or is inaccurate, please advise the Membership Coordinator at membership.u3awbee@hotmail.com as soon as practicable so we can update our records.

Responsibilities

U3A Werribee Region Inc 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 necessary.

If you have any questions about this Privacy document, please contact the Secretary at:

Secretary

U3A Werribee Region Inc.

Post: PO Box 1264, Pacific Werribee Plaza, Wyndham VIC 3030

Email: sec@u3awbee@hotmail.com

Authorisation

This policy was adopted by the Committee of Management of U3A Werribee Region Inc in accordance with the minutes of meeting held on xxxx

Records Management

This policy document is located at:

U3A Website. <http://www.u3awbee.net.com>

Related Policies

- Conflict of Interest Policy
- Code of Conduct.

Review. This document is to be reviewed every twelve months from date of publication.

Annex: Photography Permission

Photograph / Video Recording Consent form

U3A Werribee Region Inc acknowledges that photographs / video recordings that identify you are considered as personal information. Our Privacy Policy has been written to address issues relating to our use and collection of personal information.

U3A Werribee Region Inc acknowledges member's privacy and requests your consent to take a photograph / group photograph / video recording of you for promotional purposes only.

Photographs / videos taken are limited to our quarterly Tri-Cycle Newsletter and other U3A Werribee Region Inc promotional activities such as flyers, brochures, functions, and marketing events. This information is contained on our website, rolling screen, and posters where it is appropriate.

Purpose:

(i.e. Course Photo, outing, social event, group page)

I hereby agree to give U3A Werribee Region Inc permission to use and reproduce photograph /group photograph / video recording for U3A Werribee promotional purposes which could include printed material and online publicity.

Name:

Signature:

Date:

