

PRIVACY POLICY - U3A HOBSONS BAY/WILLIAMSTOWN INC

Introduction:

U3A Hobsons Bay Williamstown respects and recognises the need to protect members' privacy and their personal information that is collected as part of the activities and day-to-day running of the U3A.

Purpose:

This policy sets out members' privacy rights and documents the procedures applied and followed when information of a personal nature is collected from members as part of the enrolment process and including:

- name
- address
- telephone numbers
- skills and interests
- emergency contact details and any stated medical conditions that may be required in a medical emergency
- image (photo or video)
- other information collected through member surveys and other data gathering exercises.

U3A Hobsons Bay Williamstown will collect personal information from members directly from the member. Collection of personal information is undertaken as part of the enrolment process and renewal. Other information, usually reflecting personal preferences, will be collected through surveys and questionnaires administered from time to time.

As part of the enrolment and renewal process, members will be asked for their permission for use of their image in photo or video format for publication in publicity materials, the web site and the newsletter. Where permission is not granted by a member, the member is asked to withdraw or opt out of photo sessions or events being photographed or filmed.

The purposes of U3A Hobsons Bay Williamstown collecting personal information and images of members include to:

- maintain accurate membership information
- access relevant information in the event of a medical emergency affecting a member
- provide activities for members
- publicise and promote U3A Hobsons Bay Williamstown
- administration purposes
- meet requirements of funding bodies.

U3A Hobsons Bay Williamstown will:

- only collect information that is consistent with the purposes outlined above
- protect personal information from being accessed by unauthorised persons or organisations including third parties involved in marketing and advertising
- inform members of how information is being collected and the purpose of the information gathering
- make every effort to maintain accurate and up-to-date information subject to members' cooperation in maintaining the accuracy and currency of the information stored
- provide access to members' personal information to the member concerned when requested by the member.

Members' personal information will be made available to convenors, and members of the Management Committee where the purpose of accessing that information is in line with the aims and functions of U3A Hobsons Bay Williamstown.

While every effort is made to safeguard the information collected, any details that are posted on the website cannot be assured of complete privacy as the internet is inherently insecure.

Procedures:

Members can request access to their own personal information held by U3A Hobsons Bay Williamstown at any time by contacting a Committee member. Access will be provided while not compromising the privacy of other members' personal information.

Where the member identifies that the information held by U3A Hobsons Bay Williamstown is inaccurate or not current, the information will be amended as soon as possible.

Where a member believes that their privacy rights have been breached by actions of the U3A Hobsons Bay Williamstown, the member is encouraged to make contact with a Committee member so that this matter can be investigated as soon as possible and remedial action taken as appropriate.

Any member who has questions or concerns in relation to this policy is encouraged to take the matter to a Committee member for prompt response and action.

Where a member lodges a question, concern or possible breach of this Privacy Policy in relation to himself or herself or is delegated to do so by and for another member, the Committee will deal with the matter in a timely, impartial and appropriate manner.

Responsibilities:

U3A Hobsons Bay Williamstown Committee of Management is responsible for:

- developing, adopting, implementing and publishing this policy and related procedures
- monitoring and revising this policy and related procedures
- collecting, storing and using members' personal information in line with this policy and related procedures
- responding to members' questions, concerns or possible breaches raised in relation to this Privacy Policy
- approving access to information held by U3A Hobsons Bay Williamstown.

Authorisation:

This Privacy Policy was adopted by the Committee of Management of U3A Hobsons Bay Williamstown and minuted on 18 June 2019 and is published on the U3A Hobsons Bay Williamstown website.