

## **Casey U3A Inc. PRIVACY POLICY.**

### **1. Introduction**

Casey U3A Inc. recognises the importance of protecting member's privacy in relation to their personal information.

### **2. Purpose**

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

### **3. Policy**

This policy applies to any information collected by Casey U3A Inc. that can be used to identify an individual member. We 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

\*Image (photo or video)

\*Other information that provide to us through member surveys or for other purposes.

**4.** Casey U3A 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 Casey U3A Inc.'s publications will be sought on the Membership Application and membership Renewal forms; members who decline to permit use of their image will be required to opt out of Casey U3A Inc.'s photographs. From time to time, other information may be collected via a survey or other methods.

**5.** Casey U3A Inc, collects personal information from members so that we can provide services and perform functions that are consistent with our 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.

**6.** Casey U3A Inc. will: -

\*Only collect information that is consistent with our primary purpose and constitution

\*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.

**7.** Member's personal information will not be shared or disclosed other as described in this policy. Personal information will not be made available to others for direct marketing purposes.

**8.** Casey U3A Inc. may disclose your personal information for purposes that are directly relevant to our constitution, to: -

\*Volunteers, for example tutors and members of the Committee of Management

\* Related organisations, for example, U3A Network Victoria Inc.

\*Employees, contractors or service providers where it is essential to the service to be provided.

**9.** As our website is linked to the internet, and the internet is inherently insecure, we cannot provide any assurance regarding the security of transmission you communicate to us online and these communications will be at the members own risk.

## **Procedures**

10. Members may request access to any personal information Casey U3A Inc. holds about them by contacting Casey U3A Inc.'s Membership Officer who will aim to provide a suitable means of accessing the information.

11. Where a member believes that personal information held about them is incomplete or inaccurate the member may ask the Membership Officer to amend it.

12. Where a member believes that their privacy has been breached, they should contact Casey U3A Inc.'s Secretary and provide details of the incident so that it can be investigated.

13. Any questions or concerns about this policy or a complaint regarding the treatment of personal information, should be referred to Casey U3A Inc.'s Secretary.

14. Casey U3A Inc. will treat confidentially all requests or complaints lodged regarding this policy. We will contact you within a reasonable time after receipt of your complaint to discuss your concerns and to outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in a timely, impartial and appropriate manner.

## **Responsibilities.**

15. Casey U3A Inc. Committee of Management is responsible for: -

- \* Developing, adopting, implementing and publishing this policy.
- \* Collecting, storing and using member's 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.

16. Casey U3A Inc.'s Secretary is responsible for receiving enquiries about this policy and complaints about a potential breach of this policy and for bringing a complaint before the Committee of Management for investigation and resolution.

17. Casey U3A Inc.'s Membership Officer is responsible for responding to a members request for access to the personal information held by Casey U3A Inc. about that member and for requests to correct personal information that are believed to be inaccurate or out of date.

## **Authorisation.**

18. This Privacy Policy was adopted by the Committee of Management of Casey U3A Inc. and minuted as such on 27<sup>th</sup> April 2015.

19. This policy will be published by the Committee of Management of Casey U3A Inc. on its website within 4 weeks of the date of this authorisation.

Casey U3A Inc. 27<sup>th</sup> April 2015.

## **Casey U3A Inc. PRIVACY STATEMENT.**

### **Approved by the Victorian Justice Department August 2015.**

*Casey U3A Inc. must collect certain information from its members for the efficient operation of the organisation including: - FULL NAMES, ADDRESSES, PHONE NUMBERS and other forms of communication such as EMAIL and Fax numbers.*

*This information is for administration and programming purposes. It will be stored on computer discs, hard copies and attendance records for the use only of those persons necessary for the operations of Casey U3A Inc. In addition some information may be made available the U3A Network Victoria., the Adult Community and Further Education Board (ACFE) with which Casey U3A Inc. may cooperate.*

*Personal information is collected initially on the Application for Membership Form. Each member may view their personal information held by Casey U3A Inc. and upgrade it at any time.*

*All personal information held by Casey U3A Inc. will be kept secure from access by unauthorised persons. Any information communicated to associated organisations shall become subject to their Privacy Statement.*