# 

Privacy policy

U3A Dandenong Inc.

**Revision Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision** | **Updated by** | **Role** | **Change** | **COM Approval Date** |
| 1.0 | J Keane | Membership Officer | Initial Issue | 24/08/2020 |
| 2.0 | J Keane | President | Added revision table, references and responsibilities (4.4) | 08/12/2020 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Contents**

[1. Introduction 2](#_Toc47710374)

[2. Policy 3](#_Toc47710375)

[3. Procedures 4](#_Toc47710376)

[4. Responsibilities 5](#_Toc47710377)

[5. Authorisation 5](#_Toc47710378)

[6. Policy Review 5](#_Toc47710379)

[7. References 5](#_Toc47710380)

# Introduction

U3A Dandenong Inc. recognises the importance of protecting members’ privacy in relation to their personal information. The privacy policy sets out members’ privacy rights and applies to any information collected by U3A Dandenong Inc. that can be used to identify an individual member and documents the processes that U3A Dandenong Inc. will apply when collecting, storing and using members’ personal information.

# Policy

* 1. U3A Dandenong Inc. may collect and record the following types of personal information about members:
* Name.
* postal, street and/or email addresses.
* telephone contact number/s.
* previous profession or occupation.
* skills or interests.
* emergency contact details.
* image (photo or video).
* other information you provide to us through member surveys or for other purposes.
  1. U3A Dandenong 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.
  2. U3A Dandenong Inc. reserves the right to film, photograph and video classes and activities, but will endeavour to respect members’ privacy where they let U3A Dandenong Inc. know their preferences in writing. If members do not wish for any photographs and/or videos to be used by U3A Dandenong Inc. please ensure that these requests are communicated to the photographer at the time the photo or video is taken.
  3. U3A Dandenong Inc. collects personal information from members so that U3A Dandenong Inc. can provide services and perform functions that are consistent with the 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.
  1. U3A Dandenong Inc. will:
* 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.
* inform members that any personal information held about them is accessible to them, using the dandenongu3a.org.au web site member log in, where they can also update their information to ensure it is correct.
* 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 unauthorized access.
* Upon receipt of a members request to resign membership or notification that a member has died, all of the members details except their membership number, name and date for no longer being a member will be deleted from the Active Membership database within 14 days of receipt of the notification.
  1. Members’ personal information will not be shared or disclosed other than as described in this policy.
  2. Personal information will not be made available to others for direct marketing purposes.
  3. U3A Dandenong Inc. may disclose a member’s personal information, for purposes that are directly relevant to U3A Dandenong Inc. 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.
  1. As U3A Dandenong Inc. website is linked to the internet, and the internet is inherently insecure, U3A Dandenong Inc. cannot provide any assurance regarding the security of transmission of information a member communicates to U3A Dandenong Inc. online and these communications will be at members’ own risk.

# Procedures

* 1. Members may request access to any personal information U3A Dandenong Inc. holds about them by contacting U3A Dandenong 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 Membership Officer to amend it.
  3. Where a member believes their privacy has been breached, they should contact U3A Dandenong Inc. Secretary and provide details of the incident so that it can be investigated.
  4. Any questions or concerns about this policy, or a complaint regarding the treatment of personal information, should be referred to U3A Dandenong Inc. Secretary.
  5. U3A Dandenong Inc. will treat confidentially all requests or complaints lodged regarding this policy. U3A Dandenong Inc. will contact a member within a reasonable time after receipt of their complaint to discuss their concerns and to outline options regarding how the matter may be resolved. U3A Dandenong Inc. will aim to ensure that a member’s complaint is resolved in a timely, impartial and appropriate manner.

# Responsibilities

* 1. U3A Dandenong 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.
  1. U3A Dandenong Inc. 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.
  2. U3A Dandenong Inc. Membership Officer is responsible for responding to a member’s request for access to the personal information held by U3A Dandenong Inc. about that member and for requests to correct personal information that is believed to be inaccurate or out of date.
  3. Members who are given access to members data in UMAS are required to comply with this policy and the Members Data Security Policy DU3A and to annually sign the Non-disclosure Agreement Dandenong U3A Inc.

# Authorisation

This Policy was adopted by the Committee of Management of U3A Dandenong Inc.

**This policy will be published by the Committee of Management of U3A Dandenong Inc. on its website.**

# Policy Review

This Policy will be reviewed at least annually or when circumstances change.

# References

|  |  |
| --- | --- |
| **Dandenong U3A Inc Documents** | **External Reference Documents** |
| Members Details Security Policy DU3A | [Australian Charities and Not-for-Profits Commission - Managing People’s Information and Data](https://www.acnc.gov.au/tools/guides/managing-peoples-information-and-data) |
| OVIC Privacy Impact Assessment DU3A | [Associations Incorporations Reform Act 2012](https://www.legislation.vic.gov.au/in-force/acts/associations-incorporation-reform-act-2012/017) |
| Non-Disclosure Agreement – Dandenong U3A Inc. | [OVIC – Your Privacy Rights](https://ovic.vic.gov.au/wp-content/uploads/2020/05/OVIC-Your-privacy-rights.pdf) |
|  | [Privacy and Data Protection Act 2014](https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/025) |
|  | [Whittlesea U3A privacy policy](https://whittleseau3a.org.au/wp-content/uploads/2020/04/Privacy-Policy.pdf) |
|  | [Greater Dandenong Policy- Privacy & Personal Information Policy](https://cgdresources.mmgsolutions.net/Resources/Website/SiteDocuments/doc77667.pdf) |