

**MANNINGHAM U3A INCORPORATED**

**PRIVACY POLICY**

<b>Version No. 4</b>	<b>Prepared by:</b>	<b>President:</b>	<b>Secretary:</b>
<b>Date:</b>	<b>Committee of Management</b>	<b>Date:</b>	<b>Date:</b>

**Introduction**

1. Manningham U3A Incorporated recognises the importance of protecting members’ privacy in relation to their personal information.

**Purpose**

2. The purpose of this policy is to set out members’ privacy rights and to document the framework that Manningham U3A Incorporated will apply when collecting, storing and using members’ personal information.

**Definitions.**

3. In this policy –
  - Committee** means Committee of Management
  - President** means President of the Committee
  - Secretary** means Secretary of the Committee
  - MU3A** means Manningham U3A Incorporated

**Policy**

4. This policy applies to any information supplied to MU3A that can be used to identify an individual member. MU3A may collect and record the following types of personal information about members:
  - 4.1. name
  - 4.2. age
  - 4.3. postal, street and/or email addresses
  - 4.4. telephone contact number/s
  - 4.5. previous profession or occupation
  - 4.6. skills or interests
  - 4.7. emergency contact details
  - 4.8. image (photo or video) which may be displayed for U3A purposes

- 4.9. other information provided to us through member surveys or for other purposes
- 4.10. any financial information relevant to online enrolment or expense reimbursement.
5. MU3A will collect personal information about each member directly from the member. This will be done through membership and course registration processes. Ordinary members may request limitations to the use of the information supplied which will be recorded and adhered to.
6. MU3A collects personal information from members so that we can provide services and perform functions that are consistent with our Constitution, including:
  - 6.1. to make classes and other activities available to members
  - 6.2. for communication, administration, and planning purposes
  - 6.3. for program development, quality control and research purposes
  - 6.4. to maintain accurate and up-to-date membership records
7. MU3A will:
  - 7.1. only collect information that is consistent with our primary purpose and Constitution
  - 7.2. inform members, if asked, of the reason why information is collected and how it is administered
  - 7.3. inform members that any personal information held about them is accessible to them
  - 7.4. encourage members to be responsible to review and update any changes to their personal details on the MU3A's online members management system
  - 7.5. take all reasonable steps to ensure that personal information held is protected from misuse, loss and unauthorised access including financial details from online enrolments and reimbursement of expenses.
8. Members' personal information will not be shared or disclosed other than as described in this policy. Personal information will not be made available to others for direct marketing purposes.
9. MU3A may disclose your personal information for purposes that are directly relevant to our Constitution, to:
  - 9.1. volunteers, for example tutors and members of the Committee
  - 9.2. related organisations, for example U3A Network Victoria Incorporated's request for statistics.
  - 9.3. employees, contractors or service providers where its provision is essential to the service.
10. MU3A's website is publicly accessible, therefore its content is available to the general public. As any emailed correspondence to or from MU3A has to go through intermediate computers (email servers, ISPs) before reaching its destination, we cannot provide any assurance regarding the security of emailed communication between MU3A and its members or any other persons/organisations. These communications will be at members' own risk.

## **Procedures**

11. All members are responsible for updating any changes to their contact details on MU3A's online membership management system.
  - 11.1 Individual members have access to their personal information by identifying themselves in the computer with their unique ID number and personal password;
  - 11.2 All computer held information is accessible on a confidential basis, by Level 2 Data Entry volunteers and a Level 1 supervisor;
  - 11.3 Tutors and Class Reps have access to a list of their class members' information and their access is bound by confidentiality clauses within the information screens.
12. Where a member believes their privacy has been breached, they should contact in writing the MU3A's President (or appointed delegate) and provide details of the incident so that it can be investigated.
13. Any questions or concerns regarding this policy including any complaint about an alleged breach or potential breach of privacy shall be submitted in writing to the Secretary.
14. All submissions will be transmitted by the Secretary to the President on a confidential basis. The President will contact the member within 7 days of receipt thereof to discuss the matter and to resolve it in a timely, impartial and appropriate manner.

## **Responsibilities**

15. MU3A's Committee of Management is responsible for:
  - 15.1 developing, adopting, implementing, promoting and, where appropriate, updating this policy;
  - 15.2 collecting, storing and using members' personal information in accordance with this policy;
  - 15.3 investigating complaints about the handling of personal information;
  - 15.4 approving access to personal information consistent with this policy;
  - 15.5 monitoring and revising this policy as and when the need arises.
16. MU3A publishes photographs of U3A activities in newsletters and on the website. If a member does not want their image (or information details noted) the member must advise the photographer at the time the image is taken.
17. MU3A's Secretary is responsible for receiving inquiries about this policy or a potential breach of this policy.
18. if a response to the member is required, the President will reply to the member.

### **Related Manningham U3A Incorporated Policies:**

- \* Membership Policy
- \* Enrolment Priority Policy