

MANNINGHAM U3A INCORPORATED

PRIVACY POLICY

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

Policy

3. This policy applies to any information supplied to Manningham U3A Incorporated that can be used to identify an individual member. Manningham U3A Incorporated may collect and record the following types of personal information about members:
 - 3.1 name
 - 3.2 age
 - 3.3 postal, street and/or email addresses
 - 3.4 telephone contact number/s
 - 3.5 previous profession or occupation
 - 3.6 skills or interests
 - 3.7 emergency contact details
 - 3.8 image (photo or video) which may be displayed for U3A purposes
 - 3.9 other information provided to us through member surveys or for other purposes
 - 3.10 any financial information relevant to online enrolment or expense reimbursement
4. Manningham U3A Incorporated 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.

5. Manningham U3A Incorporated collects personal information from members so that the organisation can provide services and perform functions that are consistent with its Constitution, including:
 - 5.1 to make classes and other activities available to members
 - 5.2 for communication, administration, and planning purposes
 - 5.3 for program development, quality control and research purposes
 - 5.4 to maintain accurate and up-to-date membership records
6. Manningham U3A Incorporated will:
 - 6.1 only collect information that is consistent with its primary purpose and Constitution
 - 6.2 inform members, if asked, of the reason why information is collected and how it is administered
 - 6.3 inform members that any personal information held about them is accessible to them
 - 6.4 encourage members to be responsible for reviewing and updating any changes to their personal details on the Manningham U3A Incorporated's online members management system
 - 6.5 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.
7. 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.
8. Manningham U3A Incorporated may disclose personal information, for purposes that are directly relevant to its Constitution, to:
 - 8.1 volunteers, for example tutors and members of the Committee of Management
 - 8.2 related organisations, for example U3A Network Victoria Incorporated's request for statistics
 - 8.3 employees, contractors or service providers where its provision is essential to the service.
9. Manningham U3A Incorporated's website is publicly accessible therefore its content is available to the general public. As any emailed correspondence to or from Manningham U3A Incorporated has to go through intermediate computers (email servers, ISPs) before reaching its destination, the organisation cannot provide any assurance regarding the security of emailed communication between Manningham U3A Incorporated and its members or any other persons/organisations. These communications will be at members' own risk.

Procedures

10. All members are responsible for updating any changes to their contact details on Manningham U3A Incorporated's online membership management system.
11. Where a member believes their privacy has been breached, they should contact in writing the Manningham U3A Incorporated's President (or appointed delegate) and provide details of the incident so that it can be investigated.
12. Any questions or concerns about this policy, or a complaint regarding the treatment of personal information, should be referred to Manningham U3A Incorporated's Secretary.
13. Manningham U3A Incorporated will treat confidentially all requests or complaints lodged regarding this policy. The President (or appointed delegate) will contact the member within 7 days after receipt of the complaint to discuss the concerns and to outline options regarding how they may be resolved. They will aim to ensure that the complaint is resolved in a timely, impartial and appropriate manner.

Responsibilities

14. Manningham U3A Incorporated's Committee of Management is responsible for:
 - 14.1 developing, adopting, implementing, promoting and, where appropriate, updating this policy
 - 14.2 collecting, storing and using members' personal information in accordance with this policy
 - 14.3 investigating complaints about the handling of personal information
 - 14.4 approving access to personal information consistent with this policy
 - 14.5 monitoring and revising this policy as and when the need arises.
15. Manningham U3A Incorporated 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.
16. Manningham U3A Incorporated's Secretary is responsible for receiving inquiries about this policy or a potential breach of this policy.
17. If a response to the member is required, Manningham U3A Incorporated's President will reply to the member.

Authorisation

18. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 16 November 2015.

Related Manningham U3A Incorporated Policies:

- * Membership Policy
- *Enrolment Priority Policy