

## U3A Darebin Privacy Policy

U3A Darebin Inc. recognises the importance of protecting members' privacy in relation to their personal information and aims to comply with all legal requirements in respect of the collection, management and disclosure of this information. (*LEGISLATION: Privacy and Data Protection Act 2014 (Vic)*)

### Purpose

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

### Policy

1. This policy applies to any information collected by U3A Darebin 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 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.

2. U3A Darebin Inc. will collect personal information about each member directly from the member in question through the membership and course registration processes. Approval to use a member's image/s in U3A Darebin Inc. publications will be sought on the Membership Application and Membership Renewal forms. Members can stand aside if they have decided not to have their photo taken. From time to time, other information may be collected via a survey or by other methods.

3. U3A Darebin 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.

4. U3A Darebin Inc. will:

- only collect information that is consistent with our primary purpose in our constitution, namely "to provide low-cost learning and leisure activities" for members;
- 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 current;
- take all reasonable steps to ensure that personal information held is protected from misuse or loss.

5. 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.

6. U3A Darebin Inc. may disclose your personal information, for purposes that are directly relevant to our constitution to:

- U3A members of the Committee of Management, volunteers, and tutors.
- related organisations, for example, U3A Network Victoria Inc.
- employees, contractors or service providers where it is essential to the service to be provided.

7. Anyone who has access to this information must not use or share it for any reason which is not directly related to U3A Darebin's primary purpose: "to provide low-cost learning and leisure activities" for members.

- If there is a wish to contact a member outside of a U3A Darebin activity, the member must first agree before their email, phone number or address is used or shared.
- When members are contacted by joint email, messages must be sent using "bcc" so that email addresses are not visible to other the recipients.
- If a video conferencing session is to be recorded, all participants be warned so that they may stay in the meeting but mute and turn their video off if they do not wish to be recorded.

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

## Procedures

1. A member can access or amend their personal details by using the U3A Darebin member website. Members without internet access can contact the U3A Darebin office to verify their details or to request that their membership records be updated.

2. Where a member believes their privacy has been breached, the member should contact the Secretary or President so that the matter can be investigated promptly and remedial action taken. U3A Darebin will treat all requests or complaints regarding this policy with respect, confidentiality and impartiality.

## Responsibilities

The Committee of Management U3A Darebin Inc. 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.

Any questions or concerns about this policy should be referred to The Secretary, U3A Darebin Inc.

## Authorisation

This Privacy Policy was adopted by the Committee of Management of U3A Darebin Inc. and minuted as such, on 28<sup>th</sup> October 2020