



**U3A ACT POLICY No  
PO20144**

<b>Privacy Policy</b>	
<b>Publication date:</b> 1 May 2018	<b>Applies to:</b> All U3A Members
<b>Responsible person:</b> Secretary	<b>Scheduled review date:</b> Every three years as determined by the Committee
<b>Approved by:</b> Committee meeting on 9 April 2018	<b>Authors:</b> Ron Jelleff and Margaret Huddy

## 1 INTRODUCTION

- U3A-ACT Inc. recognises the importance that members may place on the privacy of their personal information.
- Our privacy policy sets out generally how a member's personal information is managed and the principles that apply.
- We are bound by and have aimed to comply with the *Privacy Act 1988* (Cth) (the Privacy Act) and the Australian Privacy Principles (the APPs) contained in the Privacy Act.

## 2 COLLECTION POLICY

- The personal information that we collect is that necessary for us to manage U3A-ACT. Inc. It has two parts.
  - information that is consistent with the aims of the organisation, as set out in our corporate document Objects and Rules and By-Laws, which are to provide educational services and activities to persons in a specific age-group; and
  - information to meet requirements of the *Associations Incorporation Act 1991* (ACT) – that we maintain a register of our membership.
- This personal information will include the information that you give us through the membership and the course enrolment processes. The information will include your name, address, contact details, year of birth, skills or interests, and gender. It may also include details of financial transactions relating to your membership of U3A-ACT. That is, we collect information as is

reasonably necessary for the functions or activities of the organisation.

- In each of these cases, we will collect and deal with your information in strict accordance with the relevant APP provisions of the Privacy Act.
- If we receive personal information about you that we have not asked for and collected as we have set out - then we will manage this information strictly in accordance with the relevant provision of the APPs.

### **3 STORING AND SECURING PERSONAL INFORMATION**

- Personal information may be stored both electronically and, for a short time, in hard copy form. In each case, all reasonable action will be taken to protect the information from loss, misuse, unauthorised access or alteration.
- Any person in our organisation who may need to access your private information will be made aware that they are expected to respect your privacy and protect your information.
- U3A-ACT will also take steps that are reasonable to destroy or permanently de-identity any personal information that we no longer require.

### **4 USE AND DISCLOSURE.**

- In the unlikely event that there is any reason for us to use or disclose your information for another purpose then we will only do so either with your express consent; or if we are legally required to disclose the information for this other purpose.
- This arrangement covers personal contact details and pictures of you which we wish to make available to the general public, for example through the public pages of our website.
- If we want to provide your contact details to U3A members, for example through the members' area of our website, we will only do this if you have provided the information to us for a specific purpose, such as receiving enrolments in a course, and only for that purpose.
- We will not publish pictures of you on the members' area of the website without explicit permission or implicit permission, such as when you agree to join in a group photo.
- We may need to disclose your personal information to contractors for the purpose of carrying out our management services. If we do this we will make every effort to ensure that these persons are made aware of their responsibilities under the Privacy Act.

### **5 ACCESS TO PERSONAL INFORMATION**

- You may request access to the personal information that U3A-ACT holds

about you. You can do this by contacting our Secretary, either by email or by mail sent to our postal address. Please see the CONTACTS paragraph below.

- The Secretary will provide a suitable means for you to access your information in a timely way and will make all reasonable attempts to provide the information in the format that you ask for.

## **6 CORRECTING PERSONAL INFORMATION**

- You may request U3A-ACT to amend personal information about you which in your view is inaccurate, incomplete or out of date - and we will take all reasonable steps to amend the information in these cases.

## **7 RESOLVING YOUR PRIVACY CONCERNS AND COMPLAINTS**

- If you are concerned that we may have breached your privacy, then you should contact our Secretary. Please see our CONTACTS paragraph below.
- Alternatively, if you have a complaint about your privacy that you feel involves a specific individual, then you may use the processes set out in our Complaints and Grievances Policy, found in the corporate documents section of our website.

## **8 OBTAINING MORE INFORMATION**

- A copy of our privacy policy is available on our website. Alternatively, if you need we will provide you with a copy of the policy in the format that you ask for.
- If you would like to obtain more information about the way we deal with personal information, then you should contact our Secretary. Please see our CONTACTS paragraph below
- A document showing the links between the policy and the Australian Privacy Principles is also available from the Secretary as described below.

## **9 OVERSEAS DATA FLOWS**

- In the ordinary course of carrying out its functions, U3A-ACT does not transfer personal information overseas.
- If we do need to do this, we will observe strictly the relevant requirements of the Australian Privacy Principles.

9.1. If we wish to use overseas contractors for the maintenance of our IT systems then we will require assurance that members' data will be respected and protected in accordance with Australian Privacy Principles.

## CONTACT DETAILS FOR U3A-ACT

[secretary@u3acanberra.org.au](mailto:secretary@u3acanberra.org.au)

The Secretary  
U3A-ACT Inc  
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2 Wisdom Street  
HUGHES, ACT 2605

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