



U3A Canberra POLICY No. P120

Privacy Policy	
Publication date: 29 September 2024	Applies to: All U3A members
Responsible person: Secretary	Scheduled review date: Every three years
Approved by: Committee meeting on 12 August 2024	Author: Peter Sheldrake

INTRODUCTION

U3A ACT Inc. (U3A) is committed to safeguarding the privacy of personal information.

Overall responsibility for this policy rests with the Committee of Management. The Secretary is responsible for compliance.

We follow sections 35, 35A, 67A and 67B of the *Associations Incorporation Act 1991* and Rule 44 of U3A's Objects and Rules which deal with members having access to the register of members and other documents, and limiting access to protect the personal information of members.

We are also guided, but not bound, by the Australian and Territory Privacy Principles under the Commonwealth and ACT Privacy Acts. These are available on the website of the Australian Information Commissioner at www.aaic.gov.au

POLICY

What is Personal Information and Why Do We Collect It?

Personal Information may include:

- Name
- Year of birth
- Postal, street and email addresses
- Telephone contact numbers
- Skills or interests
- Emergency contact details
- Images such as a photos or videos
- Other de-identified information you provide to us through member surveys or for other purposes.

We will collect Personal Information about each member directly from him/her personally. This will be done through membership and course registration. When we wish to take a photo for a U3A publication we will request anyone who does not want to be photographed to remove him or herself from the group while the photo is taken. From time-to-time, other information may be collected through surveys or by other methods.

Use of Personal Information

We collect personal information from members so that we can provide services and perform functions that are consistent with our Objects and Rules, 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.

We inform Members

- The reason why Personal Information is collected and how it is administered
- That any Personal Information held about them is accessible to them
- That we take reasonable steps to ensure Personal Information held is accurate and up-to-date.

Disclosure of Personal Information

- Personal Information will only be disclosed for purposes that are directly relevant to our Objects and Rules. It can include disclosure to volunteers, tutors or members of our Committee or employees, contractors or service providers, but only where it is essential to the service being provided.
- Personal Information will not be made available to others for direct marketing purposes.
- Personal Information will not be disclosed for any reason inconsistent with this policy, except when required by law or on receipt of an appropriate court order.

Security of Personal Information

- Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.
- Access to Personal Information is strictly controlled. Personnel are granted access only when necessary for them to perform their designated duties and only for as long as they hold office.
- Personnel authorised to access Personal Information are trained in their responsibilities involved when handling it.
- When Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify that information.

Electronic Information

All our electronic records, including membership data, documents and publications are stored in professionally managed and password protected cloud-hosted systems which may hold the data in overseas locations.

Our Website Cookies

A cookie is a small piece of data stored on your computer by a website.

Our website uses cookies to help us optimise the website's performance and improve the experience of its users.

Publications

Electronic publications, including our Newsletter may be provided to third parties (for example, the National Library of Australia) and are stored in their systems.

Sensitive Information

Sensitive information includes information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information. U3A does not collect sensitive information.

Unsolicited Personal Information

We do not solicit information from non-members. We endeavour to treat any unsolicited Personal Information received from third parties in accordance with the relevant Privacy Principles about dealing with such information.

Access to Personal Information, and Complaints

- Members can access Personal Information U3A holds about them by contacting the Secretary. If a member believes the information is inaccurate or incomplete, he/she can ask the Secretary to correct it.
- Members may request the Committee to restrict access to their Personal Information in the register of members under section 67B of the *Associations Incorporation Act 1991*.
- If members believe their privacy has been breached, they should contact the Secretary and submit a complaint (see the *Complaint and Dispute Resolution Policy*).

RELATED POLICIES

Complaints and Disputes Resolution Policy

Code of Conduct Policy

SOURCES

Privacy Act 1988 (Cth) - Privacy Act 1988 (legislation.gov.au)

Information Privacy Act 2014 (ACT) - Information Privacy Act 2014 | Acts

Office of the Australian Information Commissioner - Home — OAIC