



Privacy Policy

U3A Port Fairy is dedicated to the protection of the personal information of members. Overall responsibility for this privacy policy rests with the U3A Port Fairy Committee of Management (CoM).

Collection of Personal Information

The personal information of U3A Port Fairy members will only be collected when freely provided by a member. Personal information may be gathered from a number of sources, primarily from the membership application form, but may be supplemented through course enrolments, correspondence, telephone, email, and through website feedback.

Paper membership application forms are stored in a secure file storage by the Membership Officer. Membership forms are destroyed after 2 years. Data collected is transferred to a digital Excel database on the Membership Officer's password protected computer with up-to-date cyber security defences. In the absence of the Membership Officer, an authorised Committee member will be given temporary access to a copy of the electronic database, to be held for the time on a password protected computer with up-to-date cyber security defences. A backup copy of the data is held by the President on a password protected computer with up-to-date cyber security defences.

U3A will only collect information that is consistent with its primary purpose and operation. Members' personal information will not be shared or disclosed other than as described in this policy and will never be made available to any person or organisation for direct marketing purposes.

Members may also request access to any personal information that U3A Port Fairy holds about them by contacting the Port Fairy Membership Officer. Where a member believes that personal information held about them is incomplete or inaccurate the member may ask the Membership Officer to amend it.

Apart from the member themselves, access to individual member information on the database is restricted to designated personnel approved by the CoM.

U3A Port Fairy only collects personal information from members for:

- Classes and other activities;
- Communication, administration and planning;
- Program development, quality control and research;
- Maintaining accurate and up-to-date membership records.

Personal information may include:

- Name;
- Postal, street and email addresses;
- Telephone numbers;
- Age range;
- Emergency contact details;
- Information provided through member surveys or other activities.

Personal information also includes images such as photos or videos taken during U3A Port Fairy activities. Members provide approval to use these images in publications by agreeing to the Membership Terms and Conditions of U3A Port Fairy.

U3A Port Fairy will take all reasonable steps to ensure that personal information held is protected from misuse, loss and unauthorised access.

Disclosure of information

U3A Port Fairy may only disclose a member's personal information, for appropriate purposes to the following:

- Course leaders, members of the Committee of Management and approved volunteers.
- Service providers where it is essential for the service to be provided.

U3A Port Fairy cannot guarantee the privacy policy of third party software providers, nor any websites which are accessed from our website via links. These communications will be at the member's own risk.

Reporting to U3A Network Victoria

Under the Terms and Conditions for membership of U3A Network Victoria, U3A Port Fairy is required to provide de-identified statistics about membership in an annual report to Network. No personal information about members will be provided to U3A Network Victoria without the member's consent.

Apart from entering its own data, no U3A is able to access the Network database to view details about other U3As.

Sensitive Information

U3A Port Fairy does not collect sensitive information. Sensitive information is defined to include 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.

Breach of Privacy

Where a member believes their privacy has been breached, they should contact the President or Secretary and provide details of the incident so that it can be investigated. Any questions or concerns about this policy, or a complaint regarding the treatment of personal information, should also be referred to the President or Secretary.

U3A Port Fairy will treat confidentially all requests or complaints lodged regarding this policy, and will contact the member to outline options regarding how they may be resolved.

U3A Port Fairy will aim to ensure that any complaint is resolved in a timely, impartial and appropriate manner.

Authorisation

This Policy was adopted by the Committee of Management of U3A Port Fairy on 25 April 2023.

This policy may change from time to time and an up to date version will be published on the U3A Port Fairy website (www.u3aportfairy.org.au).