

## 4.14 Mudgee District U3A Inc PRIVACY POLICY

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### 1.0 Introduction

- 1.1 Mudgee District U3A Inc collects information about its members as part of the procedures of membership enrolments, class attendance records, receipts, correspondence exchanges (postal, email and our website), Incident/Accident Reports, Event Booking Forms and Raffles.

### 2.0 Information Collected

- 2.1 The personal information collected is obtained through the Membership enrolment process. It includes first name, last name, residential and postal address, home and mobile telephone numbers, email address, consent to receive Mudgee U3A newsletters and notices via email, age group, class registrations, notification that photographs taken at U3A classes and events are not to be used in displays or advertising and a nominated emergency contact name indicating their relationship to the member and how to contact them.

### 3.0 Who is the Information shared with?

- 3.1 Information collected is shared with the President, Secretary, Assistant Secretary, Welfare Officer, Assistant Welfare Officer, Program Coordinator, Assistant Program Coordinator and Presenters.

### 4.0 Storing & Securing Personal Information

- 4.1 Personal Information is stored both as hard copy and electronically.
- 4.2 In both cases all reasonable action will be taken to protect this information from loss, misuse, unauthorised access or alteration.
- 4.3 Any person in Mudgee District U3A who has access to member's personal information will be instructed to abide with this Privacy Policy.
- 4.4 Personal information will be destroyed as prescribed by Law from time to time.
- 4.5 An annual review of personal information will be conducted following the Enrolment Day each year to consider the relevance of all personal information still held in the Mudgee District U3A database.

### 5.0 Use & Disclosure

- 5.1 Should there be any reason for Mudgee District U3A to use or disclose a member's information it will only do so with the member's express permission, or if legally required to disclose this information.
- 5.2 Members express permission must be gained prior to their photographs or personal details being used on our website or in a press release.
- 5.3 Personal information provided to Class Presenters will only disclose the details pertinent for the purpose.
- 5.4 Contact details of a Mudgee District U3A member cannot be disclosed by another member without the permission of that member. The requesting member's details will be passed to this person enabling him/her to contact them, if so desired.

## **6.0 Access to Personal Information**

- 6.1 Members may request access to personal information that Mudgee District U3A holds about them. This can be done by contacting the Secretary electronically or letter sent to the postal address as advertised in the Annual Program and on the Mudgee District U3A website.
- 6.2 The Secretary will provide a suitable means for members to access their information in a timely way and will make all reasonable attempts to provide the information in the format requested by the applicant.

## **7.0 Correcting Personal Information**

- 7.1 Members may request Mudgee District U3A to amend their personal information which is considered to be inaccurate, incomplete or out of date.
- 7.2 By contacting the Secretary appropriate steps will be taken to amend such details at the earliest possible time.

## **8.0 Privacy Concerns or Complaints**

- 8.1 If a member is concerned that their privacy may have been breached the Secretary should be contacted at the earliest possible time.

## **9.0 Overseas Data Flows**

- 9.1 The Mudgee District U3A website contains minimal personal information and this will be handled in accordance with our Privacy Policy.
- 9.2 If the website is hosted overseas, the provider will comply with our Privacy Policy.

## **10.0 Obtaining more Information**

- 10.1 A copy of the Privacy Policy is available on the website for downloading as required, otherwise members are able to request a printed version through the Secretary.
- 10.2 If members require further information about how personal details are kept and used, the Secretary should be contacted.

**By Post:** The Secretary  
Mudgee District U3A  
PO Box PO Box 469  
MUDGEE NSW 2850

**By Phone:** Secretary's contact information as published in the Annual Program

**Our Website:** [www.mudgeedistrictu3a.org.au](http://www.mudgeedistrictu3a.org.au)

- 10.3 Additional Privacy information can be sourced from the website of the Office of the Australian Information Commissioner

## **11.0 Related Documents**

Mudgee District U3A Constitution, 2009

Mudgee District U3A Enrolment Form

4.2 Guidelines – Documents & Resources

4.3 Guidelines – Incident/Accident and Report Form

4.8 Guidelines – Refunds

4.10 Borrowers Form – Assets and Keys

4.11 Guidelines – Website Management

Claim Form

Form of Appointment of Proxy

Honorary Life Membership Nomination Form

Name Badge Order Form

Nomination Form for Office Bearers & Committee Members

Presenter Course Form

Raffles – Application & Reporting form

Risk Assessment Report Form – Venue & Activity Hazards

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**Committee Endorsed on: 11<sup>th</sup> November, 2019**