

Policy Guideline - Privacy

Introduction

Bayside U3A recognises the importance of protecting members' privacy in relation to their personal information.

Purpose

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

Policy

1. This policy applies to any information collected by Bayside U3A 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. Bayside U3A will collect personal information about each member directly from the member in question. This will be done through the membership and course registration processes. Approval to use a member's image/s in Bayside U3A publications will be sought by the Tutor or Activity leader when photographs are taken. From time to time, other information may be collected via a survey or by other methods.
3. Bayside U3A 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. Bayside U3A will:
 - only collect information that is consistent with our primary purpose and constitution
 - 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 up-to-date

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- take all reasonable steps to ensure that personal information held is protected from misuse, loss and unauthorised access.
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. Bayside U3A may disclose your personal information, for purposes that are directly relevant to our constitution, to:
 - volunteers, for example, tutors and members of the Committee of Management
 - related organisations, for example, U3A Network Victoria Inc
 - employees, contractors or service providers where it is essential to the service to be provided.
 7. 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 member's own risk.

Procedures

1. Members may request access to any personal information Bayside U3A holds about them by contacting the Bayside U3A Secretary who will aim to provide a suitable means of accessing the information.
2. Where a member believes that personal information held about him/her is incomplete or inaccurate the member may ask the Bayside U3A Secretary to amend it.
3. Where a member believes their privacy has been breached, they should contact Bayside U3A's Secretary and provide details of the incident so that it can be investigated.
4. Any questions or concerns about this policy, or a complaint regarding the treatment of personal information, should be referred to Bayside U3A's Secretary.
5. Bayside U3A will treat confidentially all requests or complaints lodged regarding this policy. We will contact you within a reasonable time after receipt of your complaint to discuss your concerns and to outline options regarding how they may be resolved. We will aim to ensure that your complaint is resolved in a timely, impartial and appropriate manner.

Responsibilities

1. Bayside U3A's Committee of Management 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

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- monitoring and revising this policy as and when the need arises.
2. Bayside U3A's Secretary is responsible for: receiving enquiries about this policy and complaints about a potential breach of this policy; and, for bringing a complaint before the Committee of Management for investigation and resolution.
 3. Bayside U3A's Secretary (or other nominated official) is responsible for responding to a member's request for access to the personal information held by Bayside U3A about that member and for requests to correct personal information that is believed to be inaccurate or out of date.

Related Policy Guidelines

Sexual Harassment