

Responsible person: Public Officer

Approved by: Committee meeting on 26 May 2019

Scheduled review date: Every three years (May 2022)

Publication date: 1 July 2019

1 INTRODUCTION

- Coffs Harbour U3A Inc. recognises the importance that members may place on the privacy of their personal information.
- 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.
 - Privacy and Personal Information Protection Act 1998 (NSW) and the Information Protection Principle within that Act.
 - Clause 7(2) of the Coffs Harbour U3A Constitution which states that information about members available to other members is subject to 'the provisions of any law relating to privacy'.

2 COLLECTION OF INFORMATION

- The personal information that we collect is that which is necessary for us to manage Coffs Harbour U3A Inc. It has two parts.
 - information that is consistent with the aims of the organisation, as set out in our Constitution, which are to provide educational services and activities to persons in a specific, but not limited to, age-group; and
 - information to meet requirements of the Associations Incorporation Act 2009 (NSW) 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, gender and may voluntarily include date of birth, skills or interests. It may also include details of financial transactions relating to your membership of Coffs Harbour U3A. 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.
- Coffs Harbour U3A 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

- Members can access, manage and update their personal private information via the Coffs Harbour U3A website membership link..
- If for some reason you are unable to access the website ie you do not have computer access, you can do this by contacting our Membership Secretary by mail sent to our postal address. Please address your envelope with the title Privacy Matters.
- The Membership 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 Coffs Harbour U3A 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

- For privacy concerns please contact our Membership Secretary
member@coffs.u3anet.org.au

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.

9 OVERSEAS DATA FLOWS

- In the ordinary course of carrying out its functions, Coffs Harbour U3A 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.

PRIVACY CONTACT DETAILS FOR Coffs Harbour U3A

Privacy Matters
Membership Secretary
PO Box 1596
Coffs Harbour 2450

member@coffs.u3anet.org.au