



Kyneton

Privacy Policy

Purpose

The purpose of this policy is to set out members' privacy rights and to document the framework that U3A Kyneton (U3AK) will apply when collecting, storing and using members' personal information.

Policy

1. This policy applies to any information collected by U3AK that can be used to identify an individual member. We may collect and record the following types of personal information about you:
 - a. name
 - b. postal, street and/or email addresses
 - c. telephone contact number/s
 - d. previous profession or occupation
 - e. skills or interests
 - f. emergency contact details
 - g. image (photo or video)
 - h. other information you provide to us through member surveys or for other purposes.
2. U3A Kyneton will collect personal information directly from you to enable efficient delivery of service to members. The information collected is managed solely by U3A Kyneton and will only be used for organisational, emergency, insurance and grant submission purposes and perform functions that are consistent with our constitution.
3. Your personal information will not be shared or disclosed other than as described in this policy. It will not be made available to others for direct marketing purposes.
4. U3AK may disclose your personal information, for purposes that are directly relevant to our constitution, to volunteers for example, tutors, members of the Committee of Management and U3A Network Victoria Inc.
5. Photography taking place at U3A Kyneton activities may be used for promotional purposes in U3A publications, the website and newsprint. It is up to you to opt out if you do not wish your image to be used.
6. 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 your own risk.

Procedures

1. You may request access to any personal information U3AK holds about you (and only you) by contacting U3AK's Secretary who will aim to provide a suitable means of accessing the information.
2. Where you believe that personal information held about you is incomplete or inaccurate, you may ask the Secretary to amend it.
3. Where you believe your privacy has been breached, you should contact the 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 the Secretary.
5. U3AK 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.

Authorisation

This Privacy Policy was adopted by the Committee of Management of U3AK and minuted as such, on 26 October 2015.