

Policy - Privacy

U3A Yarra City collects personal information from members so that we can provide services consistent with our primary aim: the provision of educational and recreational activities for mature adults. This means we may use this information for communication, administration, planning, program development and delivery, quality control, research and maintenance of membership records.

The type of information we collect and record from each member includes contact details and emergency contacts, demographic information, interests, skills and former occupations. Collection will be through membership and course registration processes and occasional surveys. From time to time we will seek to collect images. Members who decline to permit use of their image will need to opt out of U3A Yarra City photographs and videos.

U3A Yarra City may disclose your personal information to others who provide services and activities essential to our primary purpose. However we accept a responsibility to:

- take all reasonable steps to ensure that personal information held is protected from misuse, loss and unauthorised access.
- not share or disclose personal information other than as described in this policy.
- not make personal information available to others for direct marketing purposes.

While taking all reasonable precautions, we cannot guarantee the security of transmission of information you communicate to us online, owing to the inherent insecurity of the internet. Online communications will be at members' own risk.

Members may request access to any personal information U3A Yarra City holds about them by contacting U3A Yarra City Membership Officer. Where a member believes that personal information held is inaccurate, the member may ask the Membership Officer to amend it. Any questions about this policy, or complaints regarding the treatment of personal information, should be referred to U3A Yarra City Secretary.

Version 1.0	Privacy Policy
Endorsed by U3A Yarra City Committee of Management	Date: 26/04/2016