

Melbourne Area Derby U3A

Privacy Policy

Melbourne Area Derby U3A treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information'. Personal information is any information that is specific to you as an individual and could be used to identify you.

What personal information do we collect?

When you express an interest in becoming a member of Melbourne Area Derby U3A, you will be asked to provide certain information.

This includes your personal:

- Full name
- Home address
- email address
- Telephone number

How do we collect this personal information?

All the information collected is obtained directly from you, usually at the point of your initial application. The information will be collected via paper membership application forms or online contact forms. The lawful justification for collecting and storing your information at Melbourne Area Derby U3A is on the basis of a contractual relationship that, as a member, you have with the U3A. In order to effectively communicate membership information and inform you about the groups, activities and events that you can access as a member, we need to store and process a minimal amount of personal data.

How do we use your personal information?

We use your personal information:

- To provide our U3A activities and services to you
- For administration, planning and management of our U3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our U3A activity
- For delivery of the Trust publication – Third Age Matters

We reserve the right to send you messages by email, post, other digital methods and telephone to advise you of relevant information.

Who do we share your personal information with?

We may disclose information about you, including your personal information as below:

- Internally - to committee members and group leaders – as required to facilitate your participation in our U3A activities;
- Externally – for products or services such as direct mailing for the optional Trust magazine – “*Third Age Matters*”. The magazine is distributed by a third party processor and your information is shared with the distribution company via a secure online portal. **Should you wish to decline to receive the magazine or revoke your previous consent, please contact the Membership Secretary.**
- If we have a statutory duty to disclose information for legal and/or regulatory reasons. In this instance we will seek to obtain your consent. Information will be shared without consent where there are serious safety concerns and the officers judge it to be in your or the U3As best interests to disclose information.

How long do we keep your personal information?

We need to retain your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months beyond the end of your membership. The exceptions to this are clearly identified and justifiable financial, legal or insurance circumstances that require information to be held for specific periods. Where this is the case, members will be informed of how long the information will be held for and when it is deleted.

How can your information be updated or corrected?

To ensure the information we hold is accurate and up to date, members need to inform the U3A of any changes to their personal information. You can do this at any time by contacting the membership secretary by using the contact details available on the website or from any committee member.

As a requirement of the membership renewal process, you will have the opportunity to update your personal information annually. Should you wish to view the information that the U3A holds on you, you can make a formal request by contacting the membership secretary. We aim to respond to such requests within one month of the request being made.

There may be certain circumstances where we are not able to immediately comply with such a request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. If this is the case you will be notified.

How do we store your personal information?

Melbourne Area Derby U3A has in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Security measures include use of a management database system, cloud storage, firewalls and secure password protection. Your membership information is held securely and accessed by Committee Members and Group Leaders on the basis of their role requirements.

Who updates this policy and how will I know if it changes?

The committee owns this policy. This policy is reviewed for accuracy and relevance at intervals and may change from time to time. The latest policy is available on the website or from any officer or committee member. Members will be informed via the newsletter and the monthly meetings when any material changes are made to Melbourne Area Derby U3A's policies and procedures.

If you have any queries or comments about this policy, please contact an officer or committee member in person or via the website.

Status	Review Date	Action	Operator	Date
Version 00		Draft	Geoff Dowell	19/08/2019
Version 03		Adopted	Committee	19/09/2019
Version 04	19/09/2020	Reviewed and updated	G.Dowell I.Turner	22/02/2021
Version 04		Endorsed	Committee	18/03/2021