



U3A in Toowoomba Inc
7 Matthews Street
PO Box 404, Drayton North, Qld 4350 Phone 46 877659

PRIVACY POLICY

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

U3A in Toowoomba Inc. is committed to protecting the privacy of personal information which the Organisation collects, holds and administers when individuals apply for membership, either online or using a printed application form. Personal information is information which directly or indirectly identifies a person. We take reasonable steps to ensure the information collected includes accurate, complete, up to date and relevant contact details and information about the member's skills and experience which may be of assistance to the Organisation in a volunteer capacity.

The information collected is used for the purpose of administrating the affairs of U3A in Toowoomba Inc. and communicating with members and tutors. Any other disclosure will only be with the individual's prior consent or as required by law.

Personal information is also collected about individuals making enquiries about U3A in Toowoomba Inc. and its primary function, and this information is collected by mail, telephone or e-mail. This information is used to respond to enquiries, and for subsequent follow-up if required. U3A in Toowoomba Inc. does not insist on enquirers identifying themselves, respecting their right to remain anonymous, but this may limit our ability to respond and assist them. U3A in Toowoomba Inc. will not disclose personal information about enquirers without their consent or as required by law.

MEMBERSHIP DETAILS

U3A in Toowoomba Inc. does not and will not sell, rent or share our membership mailing list. We use a one-way e-mail list to communicate with members and members can unsubscribe at any time.

SECURITY OF PERSONAL INFORMATION

U3A in Toowoomba Inc. keeps membership and mailing list subscriber details and web server logs on controlled facilities that are secured against unauthorized access. U3A in Toowoomba Inc. will safeguard the personal information we collect and store against misuse, loss, unauthorized access and modification. Proof of identity and authorization from the member whose information is being sought is required before information is released to any person, including other members. (See Rule 14 in U3A In Toowoomba Inc.'s Constitution)

Policies can be established or altered only by the Management Committee: **Procedures** may be altered by the Privacy Policy Officer appointed by the Management Committee.



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PRIVACY POLICY

ACCESS, CORRECTION, UPDATE OR DELETION OF PERSONAL INFORMATION

U3A in Toowoomba Inc. ensures that members have the right to seek access to the personal information held about them. We require members to notify us by mail, telephone or e-mail if incorrect, inaccurate, incomplete, misleading or not up to date information is held on, or needs to be removed from, our database and/or mailing list. Proof of identity is required before information is released to any person, including other members. (See Rule 13 in U3A In Toowoomba Inc.'s Constitution)

CONSENT FOR DISCLOSURE

While U3A In Toowoomba Inc. does not generally disclose personal information to third parties without the express permission of the individual concerned, there are some circumstances where it is necessary that we disclose information (for instance to the tutor of a class the member is enrolled in, or in an emergency situation) with implied consent. U3A in Toowoomba Inc. defines "implied consent" narrowly.

WEB SITE

Like most web sites, when someone accesses U3A in Toowoomba Inc.'s web site, log files are generated by the web server that show the IP address of the visitor, the date, time, and the pages visited. We review information in our web site logs from time to time and the logs are periodically deleted. Information in web logs is generally used to generate statistics about access to our web site such as which areas are the most popular.

CHANGES TO PRIVACY POLICY

This policy may be updated from time to time, but any changes will not reduce the privacy protection set out above and will not affect information previously collected, unless required by law or otherwise beyond the control of U3A In Toowoomba Inc. Any such changes to this policy that adversely affects the privacy protection of our members will be advised by their preferred method of contact, ie mail or e-mail.

If you have any queries or comments concerning this Privacy policy, contact us at U3A in Toowoomba Inc. by mail, telephone or e-mail as per the contact page on our Website.

AUTHORISATION

Approved by the Management Committee, as recorded in the Minutes of U3A in Toowoomba Inc. on 02/04/2014

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