



U3A Milton – Ulladulla Campus Incorporated

Privacy Policy

Introduction

It is reasonable and appropriate that the Association has a policy to inform and provide a reference point for the appropriate privacy of our members.

Principles

1. Due to our structure and size the Association we are not subject to the privacy legislation of the Commonwealth, or the State of NSW.
2. We need to safeguard information that relates to the privacy of members.
3. We must comply with legal obligations, for example subpoena or related search that is part of the criminal and civil law.
4. The Executive Committee needs to be able to administer the business of the Association using information that is provided by its members.

Privacy

The U3A Milton Ulladulla Campus Inc (the Association) collects personal information as set out in our Constitution: -

Register of Members

9. The membership officer must establish and maintain a Register of Members of the Association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the Association together with the date on which the person became a member.

10. The Register of Members must be kept in New South Wales at the main premises of the association, or if the Association has no premises, at the Association's official address.

11. The Register of Members must be open for inspection, free of charge, by any member of the Association at any reasonable hour during weekdays.

12. A member of the Association may obtain a copy of any part of the Register of Members on payment of a fee of not more than \$1 for each page copied.

13. If a member requests that any information contained on the Register of Members about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.

14. If the Register of Members is kept in electronic form:

a) it must be convertible into hard copy, and

b) the requirements in clauses 10 and 11 apply as if a reference to the Register of Members is a reference to a current hard copy of the Register of Members.

15. The Committee or a member may only use the Register of Members for:

a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Association or other material relating to the Association, or

b) the purposes of sending the person a notice in respect of a local educational or cultural event or educational material, or

c) any other purpose necessary to comply with a requirement of the Act or the Regulation.

16. When a person ceases to be a Committee member, electronic or hard copies of the Register of Members must be deleted or destroyed or passed to their Committee successor.

Other information that maybe collected include

- Email or written communication between members and the Association.
- Attendance sheets for courses
- Other communications between individuals and the Association.

Information collected may relate to the member's skills and experience, which may be of assistance to U3A in its prevue as set out in the Constitution.

This information is used for the purpose of administering the affairs of U3A and communicating with members.

The information can be viewed by the regulator, Fair Trading New South Wales under its legislation.

Also, the information may be disclosed for law enforcement purposes, for example under search warrant or by subpoena.

It is important to note that as a small Association we are not subject to either the Commonwealth of State privacy legislation but will manage privacy in accordance with this policy.

Web Site

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

Our website uses cookies to maintain session information, but we do not collect personal data or track site visitors.

Membership Details

The Association does not and will not sell, rent, or share our membership database or membership mailing list. We use a one-way E-mail list to communicate with members. Members can unsubscribe at any time, by notification to our Membership Officer via the official email address of the Association (on the website).

Consent for Disclosure

While U3A does not generally disclose personal information to third parties, unless in accordance with our Constitution or legal obligations, there are some circumstances where it is necessary that we disclose information with implied consent. U3A defines "implied consent" narrowly.

For example, the Associations web pages and electronic mailing lists, like those of many other organisations, are hosted by external organisations. Information that you provide to us via the Internet passes through one or more service providers' systems to be received by us, and/or, we may disclose information to such a service provider when necessary to provide you with a requested service such as to subscribe you to one of our mailing lists.

In this regard U3A arranges hosting services only with organisations or individuals who have privacy policies/practices that are in accord with both Federal and State privacy law.

Access, Correction, Update or Deletion of Personal Information

If you want to see what information U3A holds about you, or to correct or update this information, or to be removed from our membership database and/or mailing list, please contact us by email - u3amiltonnulladulla@yahoo.com

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 Associations control, e.g. technological changes.

Any such changes to this policy that adversely affect privacy protection of members or U3A's other contacts will be advised by email.

If you have any queries or comments concerning this privacy policy, contact us by mail, or email, as per the Contact page on our website.

U3A MILTON - ULLADULLA CAMPUS INCORPORATED ("Association")

DATE APPROVED BY THE COMMITTEE: 3 July 2024

THIS DOCUMENT IS DUE TO BE REVIEWED July 2028