



## **U3A MORELAND**

UNIVERSITY OF THE THIRD AGE

### **U3A Moreland Privacy Policy**

U3A Moreland is committed to safeguarding the privacy of personal information. Overall responsibility for this rests with our Committee of Management.

U3A Moreland Members' personal information will not be shared or disclosed other than as described in this policy, nor will it be made available to others for promotion purposes.

#### **Personal Information**

We collect personal information directly from U3A Members through Membership and Program enrolment processes.

#### **What is collected?**

- Name
- Year of birth
- Postal, street and email addresses
- Telephone contact numbers
- Previous profession or occupation
- Emergency contact details
- Other information that Members may provide to us through Member surveys or for other purposes

#### **Agreement to use photos and videos**

Approval to use a Member's image is sought on Membership application. People may choose to decline use of their image when applying for Membership.

#### **Why is this information collected?**

We collect personal information from U3A Moreland Members so we can provide services and perform functions that are consistent with our constitution, including:

- To make Programs and other Activities available to Members
- For communication, administrative, promotion and planning purposes
- For Program development
- To generate statistics for use in funding applications, annual reports and for future planning

#### **Where is personal information stored?**

U3A Moreland Membership data is stored in U-MAS, hosted by Siteground, our web hosting platform located in Singapore.

#### **Use of Zoom video conferencing**

As a result of Covid-19 or other such restrictions, U3A Moreland may use Zoom video conferencing for Meetings and Programs/Activities. These Zoom sessions will only be recorded with participants' permission.

## **Disclosure of Information**

### **Who has access to personal information?**

- U3A Moreland Members can access their own personal information on our website through Member login.
- U3A Moreland Volunteers ie, Program Facilitators, Committee of Management and Support Teams have access to Members' personal information limited to their Volunteer roles, and are required to follow this policy by signing a non-disclosure agreement.
- Personal information may be disclosed to third parties where U3A Members consent to the disclosure, or where required or authorised by law.

### **Maintaining accuracy of personal information**

U3A Moreland Members can ensure their personal information is accurate and up-to-date by logging into the website Membership portal (U-MAS) and making changes.

Alternatively, Members can email [member.u3amoreland@gmail.com](mailto:member.u3amoreland@gmail.com) to request changes to their personal information.

### **Enquiries or complaints about management of personal information**

Any enquiries or complaints about U3A Moreland's management of personal information can be directed to the U3A Moreland Committee of Management by emailing [info.u3amoreland@gmail.com](mailto:info.u3amoreland@gmail.com).

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**Reviewed by Committee of Management July 2022**

**No specific review period - reviewed as needed**