



INFORMATION PRIVACY POLICY STATEMENT

PURPOSE

To ensure that U3A Hawthorn adopts the highest standards to safeguard members' personal information.

LEGISLATION

- Information Privacy Act 2000, [Victoria]
- Privacy Act 1988, Commonwealth of Australia
- Freedom of Information Act 1982, [Victoria]

PROCEDURE

U3A Hawthorn will at all times comply with the Information Privacy Act.

U3A Hawthorn obtains personal information directly from its members to enable the efficient delivery of its services. The information is managed and used solely by the Committee of Management and its administration and Tutors to support and provide membership services such as;

- organisation of U3A activities, classes, lectures etc.
- communications, including newsletters, class lists, distribution of curricula etc.
- emergency information situations
- insurance matters
- meeting the requirements of funding submission proposals.

Members have the option of not providing full details as requested. However, incomplete disclosure of requested information may prevent U3A Hawthorn from providing full delivery of its services.

Appropriate measures are put in place to ensure that there is no loss of or unauthorised use of information held. Members have the right to seek access to information held and to amend their private details. Requests should be addressed to the Privacy Officer, U3A Hawthorn and will be attended to within 30 days.

U3A will display the Information Privacy Policy Statement in a public area of the Sinclair Ave, Glen Iris Campus and on the website.

Policy revised August 2014