



**BANYULE**  
UNIVERSITY OF THE THIRD AGE

**U3A Banyule Inc A0013622D**

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## U3A BANYULE PRIVACY POLICY

### Introduction

U3A Banyule Inc. recognises the importance of protecting members' privacy in relation to their personal information and aims to comply with all legal requirements in respect of the collection, management and disclosure of this information. Privacy Act 1988. U3A Banyule seeks to comply with the Victorian Protective Data Security Framework and to abide by the Privacy and Data Protection Act 2014 (Vic) (PDP Act). The Act is administered by the Office of the Victorian Information Commissioner (OVIC) at <https://ovic.vic.gov.au>

### Purpose

The purpose of this policy is to set out the privacy rights of members and volunteers and to document the framework that U3A Banyule will apply when collecting, storing and using personal information collected from them.

### Policy

This policy applies to any information collected by U3A Banyule that can be used to identify an individual member or volunteer. U3A Banyule may collect and record the following types of personal information:

- name (required)
- postal, street and/or email addresses (required)
- telephone contact number/s (required)
- previous profession or occupation (optional)
- country of origin (optional)
- skills/languages spoken or interests (optional)
- emergency contact details (required)
- image (photo or video) (optional)
- financial information (required)
- other information members and volunteers choose to provide to us (e.g., through member surveys, course descriptions).

U3A Banyule will collect personal information through membership and course registration processes, and in arranging contributions by volunteers. Their images may be used in U3A Banyule publications, on the website and in class recordings, subject to their willingness. Those who are not willing for their images to be shown can opt out by indicating this at the time their images are being sought. From time to time, other information may be collected for statistical purposes via a survey or by other methods. Only general statistical results will be made public and no personal information provided. It is the responsibility of members and volunteers to ensure that their personal information held by U3A Banyule is complete and accurate. It is also assumed that members understand the risks associated with the use of the internet. As a consequence, U3A Banyule cannot provide any assurance regarding the security of transmission of information you communicate to it online and these communications will be at the member's own risk.

## **Procedures**

### **A Uses of personal information by U3A Banyule**

U3A Banyule only collects personal information from members and volunteers that is necessary to provide services and perform functions that are consistent with its Constitution including:

- delivery of classes and other activities to members
- communication, administration, promotion and planning
- program development, quality control and research
- correction and maintenance of membership records

U3A Banyule will:

- only collect information that is consistent with our primary purposes and the Constitution
- inform members and volunteers that any personal information held about them is accessible to them
- take all reasonable steps to ensure that personal information held is accurate and up to date
- take all reasonable steps to ensure that personal information held is protected from misuse, loss and unauthorised access
- personal information will not be shared or disclosed other than as described in this policy. Personal information will not be made available to others for direct marketing purposes.

U3A Banyule may disclose members' and volunteers' personal information to Tutors, Office Assistants and the Committee of Management and its sub-committees and working

parties' contractors or service providers, but only where it is essential for the service to be provided. Limited personal information may also be displayed on U3A Banyule's website.

## **B Protecting the privacy of personal information**

U3A Banyule will take all reasonable steps to protect the privacy of its members and volunteers according to the Australian Privacy Act (1998) and the Australian Privacy Principles (APP) contained within it. U3A Banyule volunteers who have roles as Committee members, Office Assistants and Tutors will not be provided with access to the U3A Banyule Google Drive unless they have been authorised by the U3A Banyule Access and Authorities Reference Group, and have signed a U3A Banyule Volunteer Agreement.

## **C Access to personal information held by U3A Banyule**

Members and volunteers may request access to any personal information U3A Banyule holds about them by contacting U3A Banyule's Secretary who will provide a suitable means of accessing the information. Members can also access their on-line member profile. NB those requesting access may be required to sign a confidentiality agreement.

Members or volunteers who believe that personal information held about them is incomplete or inaccurate may ask U3A Banyule's Secretary to amend the personal information. Members can also amend the information by accessing their on-line member profile.

## **D Sensitive Information**

Sensitive information is defined in the PDP Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information. U3A Banyule does not collect sensitive information.

## **E Breach of Privacy**

Where a member believes their privacy has been breached, the member should contact the Secretary or President with supporting reasons so that the matter can be promptly investigated (30 days) and action taken. Complaints may be made to the Office of the Australian Information Commissioner (OAIC), if the issue is not resolved to the member's satisfaction.

When a member becomes aware of data breach or U3A Banyule becomes aware, the incident needs to be reported by the member and then investigated by U3A Banyule. The incident response will follow a standard process as specified U3A Banyule's 'Incident Notification Form'.

U3A Banyule will treat all requests or complaints regarding this policy with respect, confidentiality and impartiality.

## **F Responsibilities of the Committee of Management**

U3A Banyule's Committee of Management is responsible for:

- developing, adopting, implementing and publishing this policy
- collecting, storing and using personal information in accordance with this policy
- investigating complaints about the handling of personal information
- responding to a suspected breach of privacy of personal information brought to its attention
- approving access to personal information consistent with this policy
- regularly conducting a privacy impact assessment and risk assessment
- regularly reviewing privacy and security protocols
- monitoring and revising this policy as and when the need arises
- the disposal or de-identification of personal information related to all members as soon as it is no longer needed for any legitimate purpose

U3A Banyule's Secretary is responsible for:

- receiving enquiries about this policy and complaints about potential breaches of this policy
- bringing complaints before the Committee of Management for investigation and resolution
- responding to requests for access to personal information held by U3A Banyule, and requests to correct personal information that is believed to be inaccurate or out of date.

Version 1	Endorsed by Committee of Management	16 June 2016
Version 2	Endorsed by Committee of Management	25 October 2021
Version 3	Endorsed by Committee of Management	19 June 2026