



University of the Third Age

Sydney U3A Incorporated
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Privacy Policy

PRIVACY AND SECURITY

- Sydney U3A Inc. understands that you value your privacy and wish to have your personal information kept secure.
- Our Privacy Policy describes generally how we manage your personal information and safeguard your privacy.

AUSTRALIAN PRIVACY PRINCIPLES

- We are bound by and comply with the *Federal Privacy Act 1988, Privacy Amendment Act 2012* and the "Australian Privacy Principles" March 2014.

COLLECTING PERSONAL INFORMATION

- We only collect personal information that is necessary for us to manage Sydney U3A.
- The personal information we collect will include information you give us but may (with your consent) include information given to us by other parties.
- When collecting this information, we will do so only by lawful and fair means and not in an unreasonably intrusive way.
- This personal information may include your name, address and contact details and may also include other personal information.

USE AND DISCLOSURE OF PERSONAL INFORMATION

- We respect your privacy. Any personal information that we collect about you (the primary purpose) will be used for the good running of Sydney U3A.
- We will not use or disclose the information for another purpose (the secondary purpose).

QUALITY OF INFORMATION

- We will take all reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up to date.

STORING AND SECURING PERSONAL INFORMATION

- We are committed to maintaining the confidentiality of the information that you provide to us. We will take all reasonable precautions to protect your personal information from misuse, loss, unauthorised use or alteration.
- Sydney U3A's personal information may be stored both electronically (on our computer system) and in hard copy form. Safety and security aids protect all our electronic information.

DISPOSAL OF PERSONAL INFORMATION

- We will take reasonable steps to destroy or permanently de-identify any personal information we no longer require.

OPENNESS

- This Privacy Policy sets out in broad terms how we handle your personal information and safeguard your privacy. Further details about our information handling practices may be available on request from our Privacy Officer.
- From time to time it may be necessary for us to revise our Privacy Policy. Any changes will be in accordance with the *Federal Privacy Act 1988* and the “*Australian Privacy Principles*”(March 2014). We may notify you about changes to this privacy policy by posting an updated version on our “Privacy Policy” section of our website www.sydneyu3a.org

ACCESS TO PERSONAL INFORMATION

- In most cases you may have access to personal information that we hold about you. We will treat requests for access to your personal information in accordance with the “*Australian Privacy Principles*”.
- All requests to your personal information should be directed to the Secretary at mail@sydneyu3a.org or by writing to us at our postal address as shown above. We will deal with all requests for access to personal information as quickly as possible. Requests for a large amount of information, or information which is not currently in use may require further time before a response can be given. We may charge you a fee for access if a cost is incurred by us in order to retrieve your information, but in no case will we charge you a fee for your application for access.
- In some cases, we may refuse to give you access to personal information we hold about you. This includes, but not limited to, circumstances where giving you access would:
 - be unlawful (e.g., where a record which contains personal information about you is subject to a claim for legal professional privilege by one of our clients)
 - have an unreasonable impact on other people’s privacy; prejudice an investigation of unlawful activity.
- We will also refuse access where personal information relates to existing or anticipated legal proceedings and the information would not be accessible by the process of discovery in those proceedings or by any other exceptions in the “*Australian Privacy Principles*”. If we refuse to give you access we will provide you with the reasons for our refusal.

CORRECTING PERSONAL INFORMATION

- If you request us to do so, we will amend any personal information about you held by us which is inaccurate, incomplete or out of date. If we disagree with your view about the accuracy, completeness or currency of a record of your personal information held by us, and you ask us to associate with that record a statement that you have a contrary view, we will take reasonable steps to do so.

IDENTIFIERS

- We will not use any personal identifiers issued by a Government Agency.

ANONYMITY

- The nature of Sydney U3A will require us to identify you in order to provide you with benefits or services.

TRANSBORDER (OVERSEAS) DATA FLOWS

- In the ordinary course of business we do not normally transfer personal information overseas.
- Should the need arise we will only do so under the strict guidelines of the “Australian Privacy Principles”

SENSITIVE INFORMATION

- We will only collect sensitive information if you consent or other requirements under the Privacy Act have been met.

FOR MORE INFORMATION OR TO ADVISE ABOUT A BREACH OF PRIVACY

- If you would like more information about the way we manage personal information which we hold about you, or are concerned that we may have breached your privacy, please contact us by email at mail@sydneyu3a.org, fax or post as above.
- If you require further information about the *Federal Privacy Act 1988* and the “Australian Privacy Principles”, you can visit the Federal Privacy Commissioner’s website at www.privacy.gov.au