

Privacy Policy

Introduction

Southlakes U3A Inc (“SLU3A”) must comply with applicable privacy and confidentiality legislation.

As required by law and to facilitate communication with members, the Management Committee must collect and hold certain personal details of its members and has a legal and ethical obligation to hold this information confidential, except where that information is publicly available.

This Privacy Policy, with a related Declaration, is the means of implementing this obligation.

Personal Information to be Kept Confidential and Protected

Personal information includes all information that identifies a member, including: photograph; name; residential, postal and email addresses; telephone number(s); date of birth; enrolments information; emergency contacts and any other personally identifiable information that might be collected and recorded. This information is kept in registers (held as computer databases or hard copies) by a Management Committee Officer and, in some cases, copied to the Public Officer.

Measures to Maintain Confidentiality and Protection

From time to time, the custodians of those registers will issue such limited personal information of members as required for the orderly operations of SLU3A. All recipients of those details must keep them confidential, except as provided above. Attendance sheets to be initialled by course attendees must show names of attendees only. Information in the Register of the Disclosures of Interests of Management Committee members must not appear in the Minutes of the meeting at which the disclosure was made.

Adoption

This policy was approved at a Management Committee Meeting on _____ [Date].

(Chairman of the meeting)

(Secretary)