

## **Privacy Statement**

U3A Nunawading Inc. understands the importance of protecting members' right to privacy. The Committee of Management has prepared this notice to help you understand how we aim to protect the privacy of your personal information.

- U3A Nunawading Inc. has a Privacy Policy that complies with the national privacy principles of the Commonwealth *Privacy Act 1998*. You may ask to see this Privacy Policy at any time.
- To enable us to operate effectively and provide our members with an efficient service, U3A Nunawading Inc. collects personal information provided by you as part of your membership details or when you send emails. This information is stored on our online membership database and used for a number of purposes, including the generation of statistics to support Government grant applications.
- No personal information, or any other information that can identify you, is passed on to any other person or organisation, other than relevant Class Leaders and designated committee members or volunteers to enable them to perform their role in running the organisation. The only exception would be if there is a legal requirement to do so.
- No personal information will be made available to any person or organisation for direct marketing purposes.
- All membership applications are destroyed within two years of being accepted.
- Personal information held on the membership database is destroyed within two years, should a member not renew their membership within that time.
- Any other information kept in our filing systems is reviewed regularly and personal information will be destroyed after two years, unless the information is relevant to any current situation or circumstance or is part of financial records. Our Constitution and Rules require us to keep financial records for seven years.
- You can view your personal information at any time on the online database. If you don't have access to a computer, you can seek assistance from one of our authorised office volunteers or committee members in viewing your personal information at our Silver Grove office.

If you have any concern about the security of your personal information you may contact the Privacy Officer by leaving a message at the Silver Grove office.

Authorised by the Committee of Management meeting of 16<sup>th</sup> March 2015.