

PRIVACY STATEMENT

1. U3A (UWA) Inc. understands the importance of protecting its members' right to privacy. This *Privacy Statement* has been prepared to help you understand how we aim to protect members' personal information.
2. U3A (UWA) complies with the *Privacy Act 1988 (Commonwealth)* and the *National Privacy Principles* contained in the Act.
3. U3A (UWA) obtains personal information from its members to enable the efficient delivery of its activities and to compile and maintain a *Register of Members* as required by paragraph 13 of the U3A (UWA) *Rules of Association*.
4. Examples of activities that members' information may be used for include:
 - organisation of classes, lectures, seminars etc;
 - communications, including newsletters, emails, course class lists, etc;
 - emergency information situations; and
 - meeting the requirements of funding submission proposals.
5. Members have the option of not providing full details as requested. However, incomplete disclosure of requested information may prevent U3A (UWA) from providing efficient delivery of its activities and services.
6. U3A (UWA) collects personal information provided by you as part of your membership details or when you send emails. This information is stored on our membership database and may also be stored in hard copy. U3A (UWA) will ensure that members' information stored electronically or in hard copy may only be accessed by those authorized by the U3A (UWA) Council.
7. No personal information, or any other information that can identify you, is passed on to any other person or organisation, other than to course tutors and committee members or volunteers to enable them to perform their roles in running the organisation. The only exception would be if there is a legal requirement to do so.
8. No personal information will be made available to any person or organisation for marketing purposes.
9. U3A (UWA) may collect membership payments and payments for courses, seminars and other events using online third-party services (for example: *Ticketebo*). In such cases the security of members' transactions and financial information is protected by the rules and procedures of the third party organisation and U3A (UWA) is not responsible for any misuse of these services by the third-party. Members should satisfy themselves that their information is secure before using these services to make payments.
10. Where photographs or images of members or others are used expressly for U3A publicity purposes or where people are named permission for use will be sought in advance of publication.
11. Photographs and images of members participating in U3A activities may appear on our website, in Inform magazine or on Facebook without permission. U3A will not publish photos of those members who request that their images not be used.
12. You can review your personal information at any time by contacting the General Secretary by email at u3auwa@outlook.com. If you don't have access to a computer, you can seek assistance from staff at the U3A (UWA) office at the Claremont Campus of The University of WA. The U3A office is open between 9.00 am and 12 noon on Wednesdays and Fridays. Telephone: (08) 6488 1857.