

U3A Bermagui & District Inc.

Privacy Policy

Introduction

This privacy notice sets out the way we process your information and how we use it. We will always refer to this policy when we ask you for your consent. The Data Controller is the Committee of U3A Bermagui & District Inc.

How we collect your information

We collect your personal information when you complete a membership enrolment or renewal form or you register to receive our newsletter.

Data we gather

We ask you to provide your name, address, telephone number, mobile number and email.

How we use it

1) Administration of Your Membership

For example, to record your subscription payment, to notify you that your membership is about to expire, to enrol you in a U3A course, to give you notice of our Annual General Meeting and to inform you of U3A activities

2) Managing your Application to join a Course

We will pass your information to the course leader so that they can inform you of additional information on the course you have enrolled in.

Sharing your data with other organisations

We do not share your data with other organisations other than as set out below:

Join It online membership system

Join It provides our on-line membership system. We have assessed their security measures and are satisfied that they are a suitable organisation to share your data with.

Mailchimp electronic newsletter management system

When you register with us for a newsletter, your information is stored in Mailchimp to allow us to distribute an e-newsletter to you. We have assessed their security measures and are satisfied that they are a suitable organisation to share your data with.

How long is your information kept

We retain your information for one year after your membership lapses in case you decide to re-join in this period.

Your rights

You have the right to ask us, in writing, for a copy of all the personal data held about you (this is known as a "subject access request"). You should write to:

U3A Bermagui & District Inc. Membership Officer, PO Box 160, Bermagui 2546

If you do this, you should include your telephone number so we can verify your identity.

You can also ask us to delete all the information we hold about you. You can make this request in writing to the membership officer at the above address.

The NSW State Government requires that we provide access to inspect current member information if requested by a member. You can request this access by writing to the address above. Please note that all requests for access to member lists will be advised to the committee.

Updating and amending your personal information and consent preferences

If your information needs amending or you wish to modify your consent to the way your information is used, you can change it yourself by logging in to our membership website <https://www.joinit.org/o/u3a-bermagui> using your email address and the password set when you first joined U3A Bermagui & District Inc. For your email preferences you can alter these using the links provided at the bottom of the e-newsletter that you receive from us. Alternatively, you can email us at contact.bermagui.u3anet.org.au or write to our membership officer at address above.

Cookies

What is a Cookie?

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

How we use Cookies

We use them to recognise you when you return to our website or our Membership system.

This Privacy Policy was last updated in February 2019.