

# Clarence River U3A Inc. Privacy Policy

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## Scope

This Privacy Policy applies to personal information collected by the Clarence River U3A Inc. ('CRU3A'). This document provides you with a succinct overview of how we handle your personal information.

The Privacy Policy was last updated June 2014.

## Personal Information Handling Practices

### 1. Collection

We usually collect personal information about individuals directly from those individuals or their authorised representative.

We may also collect personal information from a third party or from a publicly available source, but only if:

- the individual has consented to such collection or would reasonably expect us to collect their personal information in this way, or
- it is collected for purposes that are directly related to our functions or activities
- if it is necessary for a specific purpose such as the investigation of a complaint relating to compliance with legislation.

### 2. Use and disclosure

We only use personal information for the purposes for which we collected it and for purposes that are directly related to one or more of our functions or activities.

We do not give personal information about an individual to other agencies, private sector organisations or anyone else unless one of the following applies:

- the individual has consented
- the individual would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, bodies or agencies
- it is otherwise required or authorised by law
- it will prevent or lessen a serious and imminent threat to somebody's life or health, or
- it is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of public revenue.

### 3. Data security

We take steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure, and against other misuse.

## **Your choices**

You can access the personal information that we hold about you, and you can ask us to correct the personal information we hold about you.

If you are listed on one or more of our media or network email lists you can opt out at any time. You can unsubscribe by contacting the Membership Officer or Secretary.

## **Our obligations**

The CRU3A is not required to, but chooses to abide by the Australian Privacy Principles now embedded in the Privacy Act 1988.

## **How to contact us**

For further information contact any committee member (contacts listed in Clarion Newsletter), via email at: [tocru3a@gmail.com](mailto:tocru3a@gmail.com) or alternatively you can write to us at PO Box 310, Maclean, 2463, NSW.

## **Information collection and privacy protection through the CRU3A website**

The CRU3A seeks to comply with the Australian Privacy Principles:

[http://www.oaic.gov.au/images/documents/AustralianPrivacyPrinciples\\_summary.pdf](http://www.oaic.gov.au/images/documents/AustralianPrivacyPrinciples_summary.pdf)

### **1. Your email address**

The CRU3A will only record your email address in the event that you send a message by email, you provide your email address when completing a membership form, or your email address is provided by a third party with your consent. Your email address will only be used for the purpose for which you have provided it and will not be added to any mailing lists without your consent by way of a specific request in writing. The CRU3A will not use or disclose your email address for any other purpose, without your prior written consent.

### **2. Linking to other sites**

The CRU3A website contains links to other sites. The CRU3A is not responsible for the privacy practices or the content of such websites. The CRU3A has no knowledge if cookies or other tracking devices are used on linked websites.

### **3. Security of Information**

You should be aware that there may be inherent risks associated with the transmission of information via the internet. For those who do not wish to use the internet, the CRU3A provides alternative ways of obtaining and providing information.

## **Further information**

If you have any privacy concerns, please contact the CRU3A by email: [tocru3a@gmail.com](mailto:tocru3a@gmail.com)

You can also obtain further information from the Australian Information Commissioner's website: <http://www.oaic.gov.au> or by phone on 1300 363 992.