

U3A Colac Otway Privacy Policy

Version:2

Issued: 2/10/2006

Stage: Issued

Objective:

The objective of this policy is to ensure that U3A Colac Otway complies with its legislative requirements regarding the collection and use of personal information by the organisation.

Scope:

All members.

Policy Statement:

U3A Colac Otway will abide by its legislative requirements in relation to the collection, holding, use and disclosure of personal and sensitive information. Those requirements are outlined in The Information Privacy Act 2000 and the Health Records Act 2001. In particular U3A Colac Otway will:

- Collect only personal and health information that is necessary for the performance of a U3A Colac Otway function or activity;
- Inform the person of the collection and use of information and gain their consent for that collection and use, with the exceptions as outlined in the Acts listed above;
- Only use personal and health information for the purposes for which it was collected or for a secondary purpose the person would reasonably expect and has given consent for;
- Ensure that personal and health information is accurate, complete, up to date and relevant;
- Take reasonable steps to ensure that personal and health information held is safeguarded against misuse, loss, unauthorised access and modification;
- Only destroy personal and health information in accordance with Public Record Disposal schedules or in accordance with the Health Records Act;
- Ensure that all U3A Colac Otway clients have access to the U3A Colac Otway Privacy Policy which details the information required, its use and its management;
- Ensure that individuals can gain access to personal and health information and correct that information if it is inaccurate, incomplete or not up to date;
- If practicable and lawful give individuals the option of not identifying themselves;
- Only transfer personal and health information outside Victoria if the organisation receiving it is subject to privacy standards similar to those in Victoria, and where consent has been obtained, with exceptions as detailed in the above Acts;
- Abide by the Privacy Principles at all times.
- An individual's personal and health information should not be used for other (secondary) purposes without the individual's consent unless the disclosure is:
 - Authorised or permitted by law;
 - Required for research and statistical use in the public interest (special conditions apply as outlined in the legislation);
 - Needed to prevent or lessen a serious or imminent threat to life, health or welfare of a person or public;
 - For a law enforcement function by a law enforcement agency, or a legal or equitable claim, and any other exceptions as outlined in the Information Privacy Act and the Health Records Act.