

MEMBERSHIP DATABASE SECURITY

Introduction

U3A Bendigo recognises the need for membership database security. U3A Bendigo collects information from members upon enrolment, and updates this as necessary, as per our Privacy Policy. U3A Bendigo is required to keep a record of members' names, addresses and current membership status.

Purpose

The purpose of this policy is to explain to members how the Membership Database information is managed and kept secure.

Policy

1. Records are kept of members' class attendance, date of birth, gender, country of birth, telephone numbers and email addresses. The committee and course Convenors use this information to communicate to members.
2. U3A Bendigo provides statistical information to U3A Network as a statutory requirement; no identifying information is included. Members' information is held in hard copy in U3A's office files, and on a secure database.
3. The Executive Officer provides regular Reports to the Management Committee to assist with the management of U3A. Committee members are aware that information they receive is protected by our Privacy Policy.
4. U3A Bendigo does not provide information about members to outside bodies. Should a requirement for this arise under law, the matter would be brought to the members' attention before any information was made available.
5. Information collected by U3A will remain private and solely for the use of U3A. It will not be made available to other parties except under legal duress and members will be made aware of this situation as it arises.
6. If you have provided us with your email address and requested an email notification of the BUZZ, we will use your email address for this purpose. We will not use your email address unless it is to convey information about U3A business. Your email address will never be sold or provided to another organisation for their purposes. If you attend U3A Classes or Groups, the Class Coordinator may be provided with your email address in order to communicate with you.

7. Where a member has changed their information in any way, upon notification by the member, the database will be updated. The database administrators are aware that any information they process is protected by our Privacy Policy and that they must abide by total confidentiality.
8. It is possible for the database to be used remotely. This is so that the Executive Officer and the Database Administrator can access data and work from outside the office when the need arises. All remote access is securely managed by the Database Administrator and individual Logins and Passwords are provided to the Executive Officer and database operatives by the Administrator.
9. When an end-user of the database **leaves** U3A or **ceases** to be an active user, their Login and Password will be revoked and they will no longer be able to access the system.
10. When a member leaves U3A they will be categorized as a Non-Member on the database and their data will no longer be included in statistical Reports.
11. If you have any questions regarding this Policy, please contact the Secretary by email at u3abgo@bigpond.com.

Authorisation :

This policy was adopted by Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on 5th November 2018.