

# 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.

Members also can/do update their own personal details. U3A Bendigo is required to keep a record of members' names, addresses, contact information and current membership status.

U3A Bendigo stores members personal information in our membership database U-MAS.

U-MAS is a cloud-based system and the data is stored in a Data Centre in Sydney.

## Purpose

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

## Policy

1. Records are kept of members attendances, year of birth, gender, telephone numbers and email addresses. It is members responsibility to ensure the information held is correct. The Committee and 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 on a secure database and in hard copy in U3A's office files.
3. The Database Administrator 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. All office volunteers who have access to members personal information are required to sign a Non-Disclosure Agreement.
5. 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.
6. 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.

7. Members who have concerns regarding emails received, should either delete the email or report any suspicious emails as appropriate.
8. 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 activities or groups, the Convenor may be provided with your email address in order to communicate with you.
9. Convenors/members sending emails to multiple members must put the addresses in the Bcc field, this keeps email addresses private.
10. If a member's information has changed i.e., address, they can update their own records on U-MAS. Members can also have their records updated by contacting the office. Any information processed is protected by our Privacy and Database Security Policies.
11. It is possible for the database to be used remotely. This is so that work from outside the office is possible when the need arises. All remote access is securely managed by the Database Administrator. Individual Logins, Passwords and Security Levels are provided to Database Operatives by the Administrator.
12. When a Database Operative leaves U3A, or ceases to be an active user, their password and security level will be revoked and they will no longer be able to access the system.
13. When a Member leaves U3A they will be categorized as a Non-Renewing Member on the database and made inactive.

**Authorisation :**

This policy was adopted by Committee of Management of U3A Bendigo Incorporated,  
on the 12<sup>th</sup> February 2021.