



U3A Ipswich & West Moreton Inc
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PRIVACY POLICY

Collection, Use and Disclosure of Personal Information

U3A Ipswich & West Moreton Inc (U3A Ipswich) collects personal information when individuals apply for membership, either online or using a printed form. The information collected includes contact details, amount and method of payment, and optional information about the member's skills and experience which may be of assistance to U3A Ipswich in a volunteer capacity.

This information is used for the purpose of administering the affairs of U3A Ipswich and communicating with members. Any other disclosure will only be with the individual's prior consent or as required by law.

Personal information is also collected about individuals making enquiries about U3A Ipswich and its work, whether by post, telephone, or email. This information is used to respond to the enquiry, and for subsequent follow-up if required. U3A Ipswich will not disclose information about enquirers without their consent or as required by law. U3A Ipswich does not insist on enquirers identifying themselves, respecting their right to remain anonymous, but this may limit our ability to respond and assist them.

Web Site

Like most web sites, when someone accesses the U3A Ipswich web site, log files are generated by the web server that show the IP address of the visitor, date, time, and pages visited. U3A Ipswich reviews information in our web site logs from time to time and the logs are periodically deleted. Information in web logs is used in the aggregate to generate statistics about access to our site such as which parts of our site are the most popular. U3A Ipswich does not compile "audit trails" identifying which visitors have browsed what pages. Our site uses cookies to maintain session information and does not contain "web bugs" (1x1 pixel images that some sites use to track visitors).

Membership Details

U3A Ipswich does not, and will not, sell, rent or share our membership database or membership mailing list. U3A Ipswich uses a one-way email list to communicate with members. Members can unsubscribe at any time.

Credit Card Security

U3A Ipswich takes the use of credit card security very seriously. We use the latest technology to ensure all electronic transactions are safe and secure. We do not process or store credit card information on our own servers. Instead we utilise a third party secure gateway provider who has been accredited as PCI DSS (Payment Card Industry Data Security Standard) compliant.

Consent for Disclosure

While U3A Ipswich does not generally disclose personal information to third parties without the express permission of the individual concerned, there are some circumstances where it is necessary that we disclose information with implied consent. U3A Ipswich defines "implied consent" narrowly. For example, U3A's web pages and electronic mailing lists, like those of many other organisations, are hosted by external organisations. Information that you provide

to U3A Ipswich via the Internet passes through one or more service providers' systems in order to be received by U3A Ipswich, and/or, we may disclose information to such a service provider when necessary to provide you with a requested service such as to subscribe you to one of our mailing lists. In this regard U3A Ipswich arranges hosting services only with organisations or individuals who have privacy policies/practices that are in accord with U3A Ipswich's Privacy Policy.

Security of Personal Information

U3A Ipswich keeps membership and mailing list subscriber details and web server logs on controlled facilities that are secured against unauthorised access. Proof of identity is required before information is released to any person, including a member.

Access, Correction, Update or Deletion of Personal Information

If you want to see what information U3A Ipswich holds about you, or to correct or update this information, or to be removed from our membership database and/or mailing list, please contact us by mail, email or phone.

Changes to Privacy Policy

This policy may be updated from time to time, but any changes will not reduce the privacy protection set out above and will not affect information previously collected, unless required by law or otherwise beyond our control, e.g. technological changes. Any such changes to this policy that adversely affect privacy protection of our members or other contacts will be advised by email.

If you have any queries or comments concerning this privacy policy, contact us by mail, email or phone provided on the About Us page on our website.