

ST KILDA BEACH PROBUS CLUB

PRIVACY POLICY

The Probus Club of St Kilda Beach (the Club) is subject to the requirements of the Privacy Act 1988 in Australia.

The information collected in relation to members shall be held in accordance with the information privacy principles contained in the Privacy Act. The Club shall ensure that it complies with such information privacy principles and shall not disclose any such information, except in accordance with the provisions of the Privacy Act.

Member Information

It is a condition of membership of this Club that each member consents pursuant to the Privacy Act to personal information in the form of his/her name, residential address, telephone and mobile number, email address and office held in club (where necessary) being included in a membership list. Such consent is achieved via the signing of the Membership Application Form.

The Committee shall:

- Allow only current Committee members access to personal information, or other members designated to perform tasks on behalf of the Committee which requires member contact details (Designated Members)
- Ensure previous Committee members or other Designated Members no longer have access:
 - Remove from distribution lists
 - Advise them in writing that all information that they obtained while on the Committee or as a Designated Member must be destroyed
 - Change passwords for generic email addresses and any other software or devices used by the Club following any changes to the Committee or Designated Members
- Password protect files to minimise risk of access by unauthorised persons
- Use "bcc" when communicating with members
- Use generic email addresses for Committee members as this minimises the risk of personal email addresses used in the public domain

Club Internal Directory

The Club should ensure that prior to distribution of any Club Internal Directory, all members have given approval for inclusion via the signing of the Membership Application Form. Members retain the right to request withdrawal of their personal details from this publication.

Notice should be included in the Directory: 'This Directory of Members is for the use of members of the Committee of the Club or other members designated to perform tasks on behalf of the committee which requires member contact details'.

Club Newsletter, Social Media, Website

As the Club Newsletter, Club Social Media and Club Website are in the public domain:

- No contact details for Club members should be included, excluding Committee members on agreement of the Committee member.
- A member should be referred to by only their first name and surname initial (e.g. John S), excluding Committee members
- Any photos of members should not be named.
- If publishing specific member information, consent should be obtained from the member

Social Media should be monitored such that any postings are first vetted for privacy, courtesy and respect before being made public.

Copyright of all intellectual property including content and images on the Club Newsletter, Club Social Media and Club Website belongs to the Club or provided with external permissions. No part may be copied unless written permission is obtained from the Committee of the Club.

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Welfare

Medical condition details should not be made available to any person or body without prior approval of the member concerned.

Medical Cards are not the responsibility of the Club or Tour Leader; they must remain the responsibility of individuals to keep current and to hold personally. Probus insurers will not defend a claim of negligence against a club or member for not providing a medical card belonging to a member or guest in the case of an emergency.

New Members

The following statements should be included in the Membership Application Form, above the signature panel of the applicant.

- I understand that the information provided in this application will be used to assess my application and maintain my membership. If any information is not provided, I understand that my application may not be processed.

- I consent to my name, address, telephone number and email address being included in a 'Directory of Members' to be distributed only to members of the Committee of the Probus Club of St Kilda Beach

- I consent to the information provided in this application form being provided to Probus South Pacific Limited (PSPL). I understand that this information may be used, held and disclosed by PSPL in accordance with the PSPL Privacy Policy which can be viewed at www.probussouthpacific.org. By signing this form, I acknowledge that I have read and agree to the terms of the PSPL Privacy Policy.

- I understand that I may access any personal information the Probus Club holds about me upon request.

- I understand that the Club and/or PSPL may publish photographs or videos of members on their websites, in newsletters and on social media to promote the Club and Probus generally. By signing this form, I consent to the publication of such photographs and videos unless I have advised the Club Secretary in writing that I do not consent to such publication.

- I agree to receive digital Probus publications from PSPL, from which I can unsubscribe at any time.

Date approved by the Club Committee: 24 September 2025