

# PRIVACY POLICY



This document is the Privacy Policy (the “Policy”) referred to as Appendix 1 in the Standing Resolutions of the Probis Club of Rouse Hill Incorporated (the “Club”) and forms an integral part of those Standing Resolutions.

## PREAMBLE

In this Privacy Policy, the “Club” means the Probis Club of Rouse Hill Incorporated and any references to ‘you’ or ‘your’ means the member.

The Privacy Act 1988 (Cth) (the “Act”) sets out rules of conduct called Australian Privacy Principles (“APPs”) which establish standards for the collection and handling of **personal information** (as defined by the Act) by Commonwealth agencies, clubs, associations and similar organisations.

Whilst Clubs such as ours are exempt from the requirements of the Act (being within the turnover threshold), as a matter of best practice the Club chooses to comply with and adopt the requirements of those APPs which are applicable to it, when collecting, holding, disclosing or disposing of your personal information.

There are 13 (thirteen) APPs detailed in the Act and this Privacy Policy addresses and outlines the Club’s procedures and responsibilities as regards those APPs which have direct relevance to it. The policy outlines how the Club conducts and manages activities and functions to maintain privacy of member information.

### **1. The Club will only collect personal information if it is for a lawful purpose and the information is necessary for that purpose.**

The Club collects member personal information as required by its Constitution in order to meet the requirements of the Constitution. This includes holding regular meetings and arrangement of activities that provide opportunities for members to stay engaged and connected through social interaction. The Club collects personal information through its Membership Application form that includes all necessary consents, which you agree to by signing the application form. This includes providing the Club with permission to use your image taken during a Probis event to promote the Club and Probis generally.

### **2. Generally, the Club collects personal information directly from the person it is about.**

The Club will only collect information about you which is received from you. We will not change information about a member unless it is obtained from that member.

### **3. When the Club collects your personal information, it will take reasonable steps to make sure that you know: why it’s being collected, who will receive it, whether giving it is compulsory or voluntary and what will happen if you don’t give us the information.**

Persons who wish to be members of the Club are required to provide certain personal information to meet the requirements of the Club’s Constitution. Information provided will be

used in accordance with this Privacy Policy and the Probus South Pacific Limited's (PSPL) Privacy Policy which can be viewed at [www.probusouthpacific.org](http://www.probusouthpacific.org).

In compliance with the Club's Constitution and relevant NSW State regulations, a register of members of the Club is maintained, specifying the name, postal or residential address of each member, together with the date on which that person became a member. For every member, the personal information described in 4 below is maintained in a member register which is used for the purpose of contact and disseminating information to members.

The Club also produces a monthly newsletter for the purpose of sharing information and the newsletter will contain images as well as certain information relating to individual members.

**4. The Club will only collect personal information in ways that are lawful, fair and not unreasonably intrusive.**

The information the Club collects includes names and addresses, telephone numbers, email addresses, dates of birth, names of spouses and partners, nominated emergency contacts, information on former vocations, hobbies, sporting interests, etc.

Member personal information is collected via the Club's Membership Application form.

**5. The Club will make sure that there are reasonable security safeguards in place to prevent loss, misuse or disclosure of personal information.**

The Club will take all reasonable steps to protect your personal information including:

- limiting that information to persons who need to receive it in order to comply with the Club's Constitution;
- reminding members not to misuse or disclose personal information to anyone who is not entitled to receive it; and
- ensuring destruction of personal information held by persons who no longer need to hold that information;

**6. You have the right to ask the Club for access to your personal information.**

You can make a written request at any time to the Club Secretary for details of your personal information held by the Club.

**7. You have the right to ask the Club to correct your personal information if you think it is wrong.**

If your personal information is wrong, the Club will correct your information following a formal (letter/email) request to the Club Secretary.

**8. Before using or disclosing personal information, the Club will take reasonable steps to check it is accurate, complete, relevant, up-to-date and not misleading.**

It is your responsibility to provide the Club Secretary with any changes to the personal information you have previously provided.

**9. The Club will not keep personal information for longer than is necessary.**

The Club will keep your personal information for the time necessary to comply with the requirements of its Constitution and will be removed from Club records when no longer required and there is no legal or regulatory reason to retain it.

**10. Generally, the Club will only use your personal information for the purpose for which it was collected.**

The Club will use your personal information in order to meet the requirements of its Constitution. It will not be used for any other purpose without your permission. The Club will ensure that anyone who is provided with information about members knows that they cannot use it for any purpose other than that approved by the Club. Where information is provided to PSPL, the information will be used in accordance with PSPL's Privacy Policy which can be viewed at [www.probusouthpacific.org](http://www.probusouthpacific.org).

**11. The Club will only disclose personal information in limited circumstances.**

Personal information will not be disclosed to third parties without the members' prior knowledge and consent, other than information the Club is required by law or similar regulation to disclose.

Certain personal information about you may be disclosed to PSPL as outlined in the Club's Membership Application Form and PSPL's Privacy Policy which can be viewed at [www.probusouthpacific.org](http://www.probusouthpacific.org).

**12. The Club may issue you with a unique identifier which is a number or code that identifies you in your dealings with the Club and PSPL.**

PSPL issues a membership number as a unique identifier to identify you as a member of the Club. This identifier is required for the provision of services by PSPL.

**13. Internal Club correspondence and communications**

The Club maintains a register of members which is available for inspection by any member of the Club who wishes to check and/or confirm their personal information.

The Club and its management committee collects incoming and outgoing correspondence which, from time to time, may refer to member's personal information. The Club Secretary holds copies of correspondence for a period of time before these are either destroyed or transferred to Club archives.

Minutes of meetings of both the Club and the management committee are recorded and these are held for a period of time as required by regulation prior to being archived by the Club Secretary.

This policy does not cover and is not designed to cover what might be said or written about members, by other members, within the Club environment.