



PROBUS CLUB OF BARRA BRUI INC.

Privacy Policy (revised 22/9/2025)

Date of Issue (26 /09 /2025)

Purpose and Scope

Whilst the Probus Club Of Barra Brui Inc is exempt from the requirements of the Privacy Act 1999, as a matter of best practice the Club will follow the Australian Privacy Principles under the Privacy Act when collecting, holding, using, or disclosing personal information of Members.

Personal Information Collected

We collect and hold the following personal information:

- Name of Member.
- Spouse/Partner Name.
- Member's Date of Birth.
- Members Residential Address.
- Home and Mobile telephone numbers.
- Email Address.
- Emergency Contact Person and telephone numbers.

Purposes of Collection

We collect the information from the Membership Application Form and update the information when advised by the Member. The reason for collecting the information is so that we can maintain a record of Members for Club management, produce an internal Directory of Members to enable Members to communicate with each other, produce an Emergency Contact list, facilitate communications to members, provide member details to Probus South Pacific Limited and maintain attendance records to satisfy Insurance requirements.

Security and Storage

Member information is entered from the Membership Application form onto the membership data base when the applicant is accepted for membership and the paper application form is then destroyed.

Member information is retained until the Member ceases to be a member at which time the personal information of the person will be deleted. A record of ex members will be maintained , showing name, date joined and date ceased to be a member retained .

The Club's membership database is securely stored on the Club's laptop held by the Secretary with a duplicate securely stored on the Membership Officer's personal computer. Access and management of these data bases is restricted to the Secretary and Membership Officer.

Disclosure of Information

The information collected will be made available as follows:

Probus South Pacific Limited:

- Names of Members
- Date joined.
- Names of Management Committee members.
- Email address of Management Committee members.
- Telephone number of Management Committee members.

Management Committee Members:

- Member names.
- Partner name.
- Telephone numbers.
- Email address.
- Home address.

Interest Group Leaders /Outings Co-ordinator/Transport Officers:

- Member names.
- Partner name
- Telephone numbers.
- Email address.
- Home address.
- Emergency Contact Person/s and Telephone Numbers.

Directory of Members issued to members:

- Names and telephone numbers of all members.

The membership application form includes consent for these disclosures.

The information will not be provided to any other person or organisation unless the Club is legally required to do so.

A notice will be included in the Directory issued to members stating that 'This Directory of Members is for the exclusive use of members and must not be made available to persons who are not members.' When an updated Directory is issued, members will be asked to destroy the old copy.

When a member of the Management Committee or an Interest Group Leader cease to be so, they will be requested to delete or return any member information held other than the Directory of Members and to confirm in writing they have done so.

We have in the past provided Probus South Pacific with Members email addresses, telephone numbers and dates of birth. We have taken steps to have members dates of birth removed from the Probus South Pacific membership data base and email addresses and telephone numbers for non-Management Committee members.

Members who have registered with Probus South Pacific and provided their name and email address to receive communications and the regular Active Retirees magazine will continue to do so unless they request Probus South Pacific to delete their name from this separate data base.

Access and Correction

A Member can be provided with their personal information held by contacting the Secretary and requesting this information.

The data base is updated upon notification by member of any corrections or change of address, email address or telephone numbers.

Complaints

If a member wishes to lodge a complaint about the Club's Privacy practices the member should put the complaint in writing and forward the written complaint to the Secretary.

Any complaint received will be tabled and considered at the next Management Committee meeting and a written response sent to the member within one week of the Management Committee meeting.

Contact Us

Secretary Barra Brui Probus Club Inc Email: secretarybarrabruiprobus@gmail.com