

BARWON VALLEY BELMONT PROBUS CLUB INC.

PRIVACY POLICY

Adopted by the Club in August 2025



1. Preamble:

The privacy of personal information has become a serious societal issue in current times. Social and Probus Clubs such as ours have an important obligation to ensure the safety of all personal information of all members. It is vital that safeguards are put in place to minimise the potential for such information being leaked to outside agencies and individuals that might use that information for their own gain or purposes.

Privacy is addressed in our Probus Club's Risk Management Policy (Section 7) in relation to Members' Handbooks, the Monthly Newsletter, Emergency Contact Information Booklets and the photographing of guests which includes Guest Speakers. Also mentioned in the Risk Management Policy is the Directory of Probus Clubs which can be accessed on the PSPL website by Management Committee members.

This Club's Privacy Policy details additional guidelines as follows to help protect the personal information of all members and guests. The **key reference** is the Privacy Section of the PSPL Handbook which is available to Committee Members.

2. What Members Agree to When They Sign Their Membership Application Form:

The following points, among others, are included on the current recommended PSPL Membership Application Form which our club provides to all prospective members:

- I consent to my name, address, telephone number and email address being included in the 'Members' Handbook' to be distributed only to members of the Club.
- I understand that I may access any personal information the Club holds upon my request.
- I accept that the information provided in the Application Form will be provided to Probus South Pacific Limited (PSPL) in accordance with the PSPL Privacy Policy which can be viewed on the PSPL website.
- I understand that the minimum information required by PSPL is my first name and last name and that it is my responsibility to advise the Club Secretary in writing if I do not want PSPL to hold any of the additional information in this application form or I do not wish to be contacted by PSPL.
- I understand that the Club may publish photographs of its members on its website and in its newsletter to promote PSPL, the Club and its events. By signing the Application Form, I consent to the publication of such photographs unless I have advised the Secretary in writing that I do not consent to such publication.
- I understand that the Club Secretary may provide photographs of its members for use in PSPL's publications. By signing the Application Form, I consent to the publication of such photographs unless I have advised the Secretary in writing that I do not consent to such publication.

3. Access to Member Information:

Emergency Contact Information is only distributed to particular committee members and all activity leaders.

The front cover of each version has the following statements:

"This booklet is provided to all Club Activity Leaders, the Club President, Club Vice President, Club Secretary, and the Club Safety Officer as part of our Club's Risk Management Policy.

The Emergency Contact booklet should be present at all Club Activities and Functions.

The contents of this booklet are Private and Confidential, and they are only for the use of the Club Members who are fulfilling the roles listed above.

This booklet should not be made available to any other persons and previous editions should be shredded."

Members' Handbook updates are distributed to all members with a request to shred any earlier versions that contain personal details and member photos. The front cover of the Members' Handbook clearly states that "The contents of this Handbook are Private and Confidential, and they are for the exclusive use of our Club Members only. They are not to be made available to persons who are not members."

Members retain the right to request withdrawal of their personal details and photo from the Members' Handbook at any time.

The monthly Club Newsletter clearly states on each issue at the top of page 1 "The contents of this newsletter are Private and Confidential and are for Probus use only."

Management Committee Members may have access to additional personal information about members. Once a committee member's term of office has expired, they are no longer entitled to use any information provided to them while on the Management Committee. Anyone who has access to member information by virtue of their position on the Committee must promptly return or, if appropriate, destroy any of the information in their possession (or on any devices). This applies equally to anyone who may have assisted the Management Committee.

The Club will put processes in place to ensure that the above occurs. This includes advising PSPL of changes to Management Committee members to ensure access to the Club Administration section of the PSPL website is removed.

The Club Website on its 'Welcome Page' makes the following statements in regard to Privacy:

The Management Committee acknowledges that many members may have issues regarding privacy. It is the recommendation of the current Committee that this website be used only to:

- Promote our Club to prospective new members
- Let members know of any late change to the scheduling of an activity
- Let members know of any late change to the arrangements of an activity
- Post information on Club Matters that may not have been included in recent newsletters or the Members' Handbook.
- Provide information (via links) to topics and matters that might be of general interest to members.

No personal details or images of members have been uploaded to this website except those in the 'Contact Us' page. Any future intention to do so must be approved by the general membership. If this approval is given, individual members will still have the right to not have their details or photos uploaded to the website.

4. Register of Members:

The Club maintains personal information in its Data Base of Members and on lists that may be required to be kept e.g. meeting and/or event attendance lists. The Club will ensure that all personal information is securely maintained.

5. Member's Consent:

The Management Committee will ensure that it has the necessary consent from members for the provision of information to PSPL. This includes any photographs to be published in PSPL's publications prior to them being sent to PSPL

6. Photographs and Videos:

Consent to appearing in a photograph or video taken during an approved Probus event will usually be implied as it is reasonable to expect that participants would be aware that photos and videos taken at such events are the property of the Club therefore can be used in Probus promotions.

However, the Management Committees will ensure that all participants understand how photographs and videos may be used. These steps include the use of PSPL's Membership Application Form and/or the Registration Form for Outings, Activities and Tours for participants who are not members. Reminders on the use of photographs and videos will be provided in any material supplied to participants in relation to a Probus event.

7. Email Communications:

When communicating with members via email, it is important to address emails in the 'bcc' address field. While members may have consented to sharing their email addresses with other members, using bcc will ensure that email addresses are not visible to others. This is particularly important if an email is inadvertently forwarded in error.