



Greensborough Probus Club Inc

Privacy Policy

Date of Development	17 September 2025
Next Review Date	17 September 2028
Authorised By	Management Committee

1. Purpose

Greensborough Probus Club is committed to protecting the privacy of its members and managing personal information in accordance with the Australian Privacy Principles (APPs), as outlined in the **Privacy Act 1988 (Cth)**. Although not legally bound by the Act due to our turnover, we adopt these principles as best practice.

2. Collection of Personal Information

Personal information is collected through membership application forms and event registrations. This may include:

- Full name
- Residential address
- Email address
- Phone number(s)
- Emergency contact information
- Photographs or videos taken during club events

By applying for membership, individuals consent to the collection, use, and storage of their personal information.

3. Use and Disclosure of Personal Information

Personal information is collected to:

- Maintain the Register of Members
- Communicate with members
- Co-ordinate club activities, events, and emergencies
- Submit member details to Probus South Pacific Limited (PSPL)
- Publish internal club materials such as newsletters and member directories

We do not sell or share member information with third parties unless required by law or with the member's explicit consent.

4. Access to Member Information

Access to personal information is restricted to the Club's Management Committee, designated assistants, and relevant activity co-ordinators. All individuals with access are required to:

- Use the information solely for Club purposes
- Maintain confidentiality
- Return or securely destroy any records in their possession upon ending their official role

The Club maintains procedures to ensure that access to information is revoked when individuals leave their roles, including notifying PSPL to remove access to the Club Administration Portal.

5. Register of Members

The Register of Members is maintained securely and updated regularly. Electronic files are stored in secure cloud-based platforms, with password protection to ensure only authorised access. Paper copies, if any, are stored securely and shredded when no longer required.

6. Internal Directory of Members

An internal Telephone Directory of Members may be distributed among Club members. Inclusion in this directory is voluntary, and members may opt out at any time. The Directory is clearly marked:

"This Directory of Members is for the exclusive use of members and must not be made available to persons who are not members except as required by law."

Old printed copies are securely destroyed.

7. Emergency Contact Information

Members are encouraged to provide next of kin or emergency contact details. This information is stored confidentially and is only accessible to the Management Committee and activity coordinators during events. Documents are marked *"Private and Confidential – Not for Distribution"*.

8. Photographs and Videos

Photographs and videos may be taken at Club events for use in newsletters or PSPL publications. Attendance at such events implies consent; however, members may request not to have their photograph appear in any Club publication. Consent is also collected through the Membership Application Form or event registration documents.

9. Club Newsletter

Newsletters are intended to inform members about Club news and events. Sensitive information, such as contact details or bank account information, is excluded from any publicly accessible versions. Newsletters carry the disclaimer:

“Private and Confidential – for Probus use only and not to be used for any other purpose.”

10. Communicating with Members via Email

When sending group emails, the Club uses the blind carbon copy ('bcc') field to protect members' email addresses. This applies even when members have previously shared their details for Club communication.

11. Consent and Updates

By becoming a member, individuals consent to the collection, use, and disclosure of their personal information in accordance with this policy. Members may access and update their personal details by contacting the Club Secretary.

12. Policy Review

This Privacy Policy will be reviewed every three years or as required to ensure compliance with best practices and PSPL guidelines. Updates will be communicated to members accordingly.