



COMBINED PROBUS CLUB OF ST HELENA INC.

PRIVACY POLICY

The privacy of our members is of paramount importance, therefore the following guidelines are provided to assist in clarification of procedures on how Members Personal Information will be managed..

Collection of Members' Personal Information

- The **Membership Application Form** which is signed by a prospective member states *"I consent to my name, address, telephone number and e-mail address being included in the directory of members to be distributed only to Committee and Sub-Committee members of the St Helena Probud Club, for administration and emergency purposes"*.
- The **Registration form for Outings, Activities and Tours** includes *"By signing this application form, I consent to the publication of photographs and videos unless, I have advised the Club Secretary in writing that I do not consent to such publication"*.

Storage of Members' Personal Information

- Personal information is to be stored securely on the Club's Gmail.
- The club's Gmail is only to be accessible to authorised officers and the password is to be changed following the AGM or mid-term should a committee position be vacated during the term of office.
- Retiring committee members are required to log off from Gmail at the end of their term.
- Once the term of office expires for both committee and sub-committee members, all sensitive documents (physical and electronic) being held by them is to be destroyed or deleted. These people are also to be removed from distribution lists.
- Committee members to be advised that if retiring a device, they need to log off from the club's Gmail and delete saved passwords. The following link provides information on how to access saved passwords, and if required delete them. <https://allaboutcookies.org/how-to-view-saved-passwords>

Use of Members' Personal Information

- 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 Probud generally, unless the member advises the Club Secretary in writing that they do not consent.
- All group emails sent to members to use "bcc".
- Newsletters sent to surrounding Probud clubs and uploaded to the club's website, to have the "Your Committee" and "Payments" pages removed before distribution. The only contact details in those publications to be for activity organisers (name, phone, email).

- Any committee member using their own computer for Probus business may only do so if they have up to date anti-virus protection installed.
- Public WiFi should not to be used for Probus business.
- Member information to PSPL to include only SURNAME AND GIVEN NAME, or as required by PSPL.