



PRIVACY POLICY

This policy is adopted as a Standing Policy of the Club. . It is to be read in conjunction with separate Risk Management Policy and Outings, Activities and Tours Policy

1. INTRODUCTION

- a. The Ellenbrook Combined Probus Club Inc has adopted the following Privacy Policy to protect the Club and its members. It applies to personal information collected by the Ellenbrook Combined Probus Club Incorporated. It is usual practice to obtain personal Information directly from you.
- b. Sometimes we collect personal information from a third party if you have consented or would reasonably expect us to collect and use the information this way. For example: In an emergency situation that may arise on outings.

2. USES

- a. We only use your personal information for the purposes for which you give it to us and for related internal management purposes, and for the dissemination of Club Information. For example the Club Newsletter – Bulletin.
- b. We do not give information about you to other government agencies, organisations or anyone else unless one of the following applies:
 - i. You have consented.
 - ii. You'd expect us to or we have told you we will.
 - iii. It is required or authorized by law.
 - iv. It will prevent or lessen a serious and imminent threat to somebody's life or health or
 - v. The disclosure is reasonably necessary for law enforcement or the protection of Club revenue.
 - vi. We do not pass on to Probus South Pacific Limited (PSPL) your email contact (the Club has opted out from sending this information for any club member.

3. REGISTER OF MEMBERS

- a. The Club maintains personal information in their register of members and such other lists that may be required to be kept e.g., meeting and/or activity attendance lists.
- b. This register is securely maintained by the Club Secretary. Anyone who has access to the information by virtue of his or her position on the Management Committee must ensure this information is secure. In addition, destroy any of the information in their possession once their term of office has expired. This applies equally to anyone who may have assisted the Management Committee.

4. MEMBERSHIP APPLICATION FORM

- a. It is a condition of membership of the Ellenbrook Combined Probus Club Inc. that each member completes a Membership Application Form and consents to personal information in the form of his or her name, address, telephone and/or mobile number and email address being included in the register of members.
- b. The Club has a Membership Application Form. This form contains the necessary consents and information required from each member. The Membership Application Form can be obtained from the Secretary and can be found on Club website.



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- c. The Club has opted out of providing all members private email addresses to Probus South Pacific Limited (PSPL). The Club Secretary ensures that this information is not provided to PSPL when registering the membership to PSPL.

5. PHOTOGRAPHS

- a. Management Committees are responsible for ensuring that they have consent in relation to photographs to be published by the Club. Persons attending Probus activities or meetings can elect to not have their photograph published by advising the Secretary. The Management Committee will appoint one or more Members to be the Club Photographer/s to take photographs at Club activities for Club purposes. These appointees shall be the only members to take photographs at activities.
- b. The Membership Application Form requires members to advise the Secretary in writing if they do not wish to have their photograph published. In addition, there may be persons other than members in attendance who may appear in photographs. In these instances, these persons maybe asked to stand aside when photographs are taken.

6. CLUB BULLETIN

- a. The Club Bulletin is an excellent communication tool among members. The Bulletin Editor in collaboration with the Management Committee is responsible for to the content of the Bulletin. The Bulletin is for probus members use only, an endorsement to that affect is to be included as follows: *'Private and Confidential - for members use only and not to be used for any other purpose'*.

7. EMERGENCY CONTACT

- a. Members would normally expect that their next of kin contact information would be readily available to the Management Committee and Outings and Activity Coordinators in the event of an emergency. All members are encouraged to carry Emergency contact information.
- b. Emergency Contact Lists should ensure that access to such information is restricted to the necessary Management Committee members. As a matter of course, the information should be marked 'Private and Confidential and for the use of Management Committee members and Activity Coordinators only. It is important to ensure that anyone who has access to the information by virtue of his or her position on the Management Committee promptly destroys any of the information in their possession once their term of office has ended. This applies equally to anyone who may have assisted the Management Committee.

8. REVIEW

- a. This Policy is to be reviewed by each incoming Management Committee.