



# THORNLEIGH MIXED PROBUS CLUB INC

Club No. 9003891, District 9685

Accreditation No. 2457

INC: 9895920

## PRIVACY POLICY

(Adopted at the General Meeting of 6<sup>th</sup> February 2014)

This policy applies to the collection, storage, protection, use and accessibility of personal information collected from members of the Thornleigh Mixed Probus Club Inc.

Probus regulations require that information collected in relation to members shall be held in accordance with the Australian Privacy Principles (APPs) contained in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012 in Australia. The club will ensure that it complies with such privacy principles and shall not disclose any such information, except in accordance with the provisions of the Privacy Act."

In summary these principles require:

- The Club is open and transparent in the management of each Member's personal information. (APP 1)
- Members are given the option not to be identified in Newsletters, on Club Websites or in other correspondence issued by the Club. (APP 2)
- That personal information collected from Members is necessary for the operation of the Club and its activities and that this information is kept private and confidential and may only be used within the confines of Probus. (APP's 3, 4, 5 and 6)
- That personal information collected from Members will not be used or disclosed for the purpose of direct marketing. (APP 7)
- That personal information collected from Members will not be disclosed to an overseas recipient without prior knowledge and consent of the Member/s concerned. (APP 8)
- That the Club will not adopt, use or disclose a government related identifier of a Member (ie., Medicare Number, etc.), should this be part of the personal information held for Members. (APP 9)

Address: PO Box 137, THORNLEIGH NSW 2120

- The Club will ensure the quality of the Member's personal information, taking such steps (if any) as are reasonable in the circumstances to ensure that the personal information is accurate, up to date and complete. (APP 10)
- The Club will take such steps as are reasonable in the circumstances to protect the personal information of its Members from misuse, interference, loss, unauthorised access, modification and disclosure. The Club will also take such steps as are reasonable in the circumstances to destroy the information when no longer required. (APP 11)
- The Club upon request from a Member, gives access to his/her personal information within a reasonable period after the request is made. ( APP 12)
- If the Club believes that the personal information held for a Member/s is inaccurate, out of date, incomplete, irrelevant or misleading, the Club must take such steps as are reasonable in the circumstances to correct that information and ensure it is accurate, up to date and complete. (APP 13)

## **Members**

It is a condition of membership of this club that each member consents pursuant to the Privacy Act to personal information in the form of his/her name, residential address, telephone and mobile number, email address, emergency contact and office held in the Club (where necessary) being included in a Membership List.

## **Club Internal Directory**

The Directory of Members is updated as required and then distributed as an attachment on an email to the membership.

A notice will be provided to members that: 'This Directory of Members is for the exclusive use of members of Thornleigh Mixed Probus Club Inc. and should not be made available to persons who are not members.'

## **Club Website/Newsletter**

Members' personal details will not be placed in publications or on the website without the permission of the persons concerned.

Individual and group photographs published on the website will not include a member's full name, **FIRST Name Only**.

An endorsement will be included in the club newsletter stating – 'Private and Confidential for Probus use only and is not to be used for any other purpose'.

## **Welfare**

Medical condition details should not be made available to any person or body without prior approval of the member concerned.

Medical Cards are not the responsibility of the club or Activity / Tour Leader; they must remain the responsibility of individuals to keep current and to hold personally. Our insurers will not defend a claim of negligence against a club or member for not providing a medical card belonging to a member or guest in the case of an emergency.

## **Tours/Activities**

Emergency contact details will be obtained for outings and tours. These will be held confidentially by the leader of the activity and will then be filed and kept with club documents by the Risk Management Officer for a period of one year from the activity, unless an accident or injury was experienced by a member/s on the activity. In which case, the details will be kept on file for the required period of time.

## **New Members**

The following statement will be included on the Membership Application Form, above the signature panel of the applicant.

“I agree to accept the Concept of Probus and to take an active role in both attendance and participation of this club. I understand that the information provided in this application forms part of the requirements of membership. I acknowledge that at some time during my membership, I may be called upon to take an active role on the Committee of Management.”

Privacy Statement: “Information given in this application form is kept private and confidential and may only be used within the confines of Probus and shall not be used for any other purpose.”

I consent to my name, address, telephone number, email address and photograph being included in a ‘Directory of Members’ to be distributed only to members of the Thornleigh Mixed Probus Club Inc. and not distributed or sold to outside agencies. I accept that the information may be used by Probus South Pacific Limited (PSPL) in line with PSPL Privacy Policy.

The Club shall ensure that it complies with these Information Privacy Principles and shall not disclose any such information, except in accordance with the provisions of the Privacy Act.

## Waiting List (Potential Members)

The following statement will be included on the Waiting List Application Form.

Privacy Statement: "Information given in this application form is kept private and confidential and may only be used within the confines of Probus and shall not be used for any other purpose. In the event that applications are withdrawn or rejected then all paperwork associated with the application will be destroyed."

## Guest Speakers

Guest Speakers are very popular at our monthly meetings and to promote their presentation we include some of their personal information from their Curriculum Vitae (CV) in our monthly Newsletter and/or on the Website.

It is also customary to take a photograph of the Guest Speaker with the Speaker's Convenor at the conclusion of the presentation, which is then published in the following month's Newsletter or on the Website.

To be able to do this, the Club seeks authority prior to the Meeting from the Guest Speaker to use this personal information and to take photographs. This is included on the "Invitation to Speak" form emailed to the Guest Speaker by the Speakers Convenor as part of the engagement process.

The Speakers Convenor will greet the Guest Speaker upon arrival at the monthly General Meeting and will request prior to the presentation, that they sign our Guest Speaker Attendance Register (for Insurance purposes) and to record their authorisation for the Club to publish details from their Curriculum Vitae (CV) and for photographs to be taken which can be published in the Club Newsletter and /or on the Club Website.

The Guest Speaker Attendance Register serves as the record that authority has been given to the Club by the Guest Speaker. It shows the Meeting date, Guest Speaker's name, a column authorising use of information from CV and another for authorising the taking of photographs and a signature.

## Disposal of Probus Documents

Club Members will through normal operations of the Club, receive personal and private information which would include the Directory of Members, Meeting Minutes, Finance Reports, Newsletters, etc., and these must be destroyed when no longer required or whenever a member resigns from the Club.

If you no longer need personal information and there is no law that says you have to retain the information, then **destroy it.**

- Shred, pulp or destroy the personal information paper records.
- Dispose of files in security bins.
- Delete electronic records or files securely so that they can't be retrieved.

## **Enquiries / Complaints Handling**

Any enquiries or concerns about the way the Club handles your personal information should be directed in writing to the Club Secretary. The Management Committee will consider all complaints and will respond within fourteen (14) days, taking all reasonable steps it considers necessary. The Secretary will notify the complainant of its response. If the complainant is dissatisfied with the Club's response he or she may make further enquiries with the **Information Commissioner**.

### **Information and Privacy Commission (NSW)**

**Email:** [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

**Phone:** 1800 472-679

**Fax:** (02) 8114-3756

**Postal Address:** GPO Box 7011  
Sydney NSW 2001

**Street Address:** Level 11,  
1 Castlereagh Street,  
Sydney

**Office Hours:** 9.00am to 5.00pm  
Monday to Friday

Adopted at the General Meeting of 6<sup>th</sup> February 2014

Original signed by    President    Ken Welsh  
   Secretary    Kay Rankine

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