

PRIVACY POLICY

The Rotary Club of Queenscliffe is committed to protecting the privacy and confidentiality of your personal information. Our privacy policy adheres to the Australian Privacy Principles as required under the Privacy Act 1988.

This policy applies to the collection, storage, protection, use and accessibility of personal information collected by our club.

USE OF PERSONAL INFORMATION

The personal information that you submit to us is collected in order to provide information to you about meetings, social and fundraising activities and community service and vocational programs conducted by the club and other Rotary clubs and districts throughout Australia and overseas.

We may share this information with Rotary International who may disclose this information to other Rotary clubs and districts in Australia and overseas and who may disclose the information to outside parties in the course of undertaking Rotary activities and programs. Details of Rotary International's privacy policy can be found at <https://my.rotary.org/en/privacy-policy>.

We will not disclose, sell or trade your personal information to any organisation other than as set out above.

CLUB WEBSITE

Our website www.queensclifferotary.org.au is hosted by Clubrunner. You can find the Clubrunner privacy policy at <https://site.clubrunner.ca/page/privacy-policy>.

NON-MEMBERS PARTICIPATING IN CLUB ACTIVITIES

If you are not a member of our club we will ask for your permission before we share your personal information outside the club and before we take or use your photograph or report your personal details in our club newsletter, club directory or electronic or other media.

MEMBERS

We require all current and prospective members to complete a membership form and ensure the information on the form is kept up to date by informing the club secretary of any changes.

The information we ask you to disclose includes your name, residential and postal address, telephone and mobile number, email address, emergency contact details and Working with Children Check number. We may include these details and the office you hold in the club in a register of members.

The membership form will include this statement and declaration:

PRIVACY STATEMENT: The Rotary Club of Queenscliffe is committed to protecting the privacy and confidentiality of your personal information. Our privacy policy adheres to the Australian Privacy Principles as required under the Privacy Act 1988.

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A full copy of our privacy policy is available at www.queensclifferotary.org

DECLARATION: I consent to my name, address, telephone number, email address and photograph being included in a directory of members which will be distributed to members of the Rotary Club of Queenscliffe. I understand this information may also be shared as described in the privacy statement above.

I consent to photographs containing my image being published in the club newsletter, on the club website and Facebook and Instagram pages and being given to media outlets for the purpose of advertising or reporting on club activities.

CLUB INTERNAL DIRECTORY

We will periodically compile and email a directory of members to all our members. If you do not have an email address you may request a hard copy of the directory from the secretary.

A notice will be provided to members that:

This directory of members is for the exclusive use of members of the Rotary Club of Queenscliffe and should not be made available to people who are not members.

CLUB NEWSLETTER, WEBSITE, FACEBOOK AND INSTAGRAM PAGES

We will not report your personal details in the club newsletter, on the club website or Facebook or Instagram page unless we have your permission to do this.

You are responsible for your own posts and comments on the club Facebook or Instagram pages.

DISPOSAL OF DOCUMENTS

As a member of our club you will receive personal and private information about other

members, our club and Rotary activities in general including directories of members, minutes of meetings and financial reports. All such personal or private material in your possession must be destroyed or returned to the club when no longer required or you leave the club.

ENQUIRIES/COMPLAINT HANDLING

You may access your personal information on request.

You may direct any enquiries or concerns about the way in which we handle your personal information to our club secretary. Our board will consider all complaints at its next scheduled meeting.

Our secretary will notify you of the board's response within 14 days of the meeting. If you are dissatisfied with our response you can take further action through the Information Commissioner.