

## ROTARY DISTRICT 9800

### PRIVACY OF INFORMATION



In 2018 the District changed from hosting its own website in Australia to using a website managed by ClubRunner ([www.clubrunner.ca](http://www.clubrunner.ca)) in Canada and hosted outside Australia. The District Board resolved that the change would provide enhanced services to District, Cubs and Rotarians and at significant saving in cost. For example, the printed District directory is now provided electronically.

You need to be aware and understand that the change means:

- Your personal information will inevitably more widely available than before, unless you take steps to restrict it; and
- The ClubRunner app requires *you* to take steps to restrict data accessibility.

When a person joins a Rotary Club certain information required by the Club Secretary is provided. This information is then uploaded to Rotary International by the Club Secretary. A Club member may add to this information via MyRotary.

The information held by MyRotary and supplied about a member or by a member is accessible to ClubRunner so that it is made available to:

- District
- Your Club and its members
- Other Rotarians in District 9800

All this information can then be restricted on an item by item basis by the member and by an officer approved by the member's Club and by District. For example, a residential address and a mobile or home phone number can be removed or access restricted to just members of your Club and District Officers.

An update is planned by ClubRunner whereby you may restrict access to information by other members of your Club.

Information about editing and restricting personal information can be found of the ClubRunner website, and specifically here:

<https://www.clubrunnersupport.com/section/766-membership-management>

#### **Australian Privacy Principles**

The Privacy Act 1988 introduced 10 National Privacy Principles to the Australian community. They were replaced by 13 Australian Privacy Principles (APPs) in 2014. The APPs apply by law to government and to large businesses. They do not apply to Rotary Districts or to Rotary Clubs because we do not meet the threshold requirements.

A copy of the APPs can be found here:

<https://www.oaic.gov.au/individuals/privacy-fact-sheets/general/privacy-fact-sheet-17australian-privacy-principles>

Rotary District 9800 endeavours to comply with the APPs, and urges each Rotary Club in the District to do so.

Note that committing to complying with the APPs and not doing so, is an offence. Hence our cautious note about endeavouring.

### **District 9800 Policy**

Rotary District 9800 is committed to protecting the privacy and confidentiality of your personal information. Our privacy policy, and our giving effect to it, is intended to be in compliance with the Australian Privacy Principles.

The personal information that we collect about you is collected in order to provide information services to you which in turn, allow the co-ordination of meetings, fellowship and fundraising activities and community service and vocational programs conducted by Rotary Clubs within the District.

We may:

- a) Share the information with Rotary International and other Rotary Clubs and Districts in Australia and overseas;
- b) Disclose the information to outside parties in the course of undertaking Rotary activities and programs; and
- c) Use the information with your consent or as otherwise required by law.

We will not sell or trade your personal information

We will not disclose or share your personal information to any organisation other than as set out above

You may access and modify your information at any time via ClubRunner. If you are unable to do so, you may request your Club or District to modify it.

If any of the information we hold is incorrect, inaccurate or out-of-date and you wish it to be updated, you may do so or ask us to do so, by email to: [secretary@rotarydistrict9800.org.au](mailto:secretary@rotarydistrict9800.org.au)

You have the option of not providing certain information requested by this District. However, you should note that this may prevent the District from effectively providing membership information services to you and managing its various activities and programs.

### **Recommended Rotary Club Policy**

Each Club is a separate entity for privacy purposes, and each Club should have a privacy policy. The following model is recommended:

The Rotary Club of \_\_\_\_\_ is committed to protecting the privacy and confidentiality of your personal information. Our privacy policy, and our giving effect to it, is intended to be in compliance with the Australian Privacy Principles. The personal information that we collect about you is collected in order to provide information services to you which in turn, allow the co-ordination of meetings, fellowship and fundraising activities and community service and vocational programs conducted by us.

We may:

- a) Share the information with Rotary International and other Rotary Clubs and Districts in Australia and overseas;
- b) Disclose the information to outside parties in the course of undertaking Rotary activities and programs; and
- c) Use the information with your consent or as otherwise required by law.

We will not sell or trade your personal information

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

You may access and modify your information at any time via ClubRunner. If you are unable to do so, you may request us to modify it.

If any of the information we hold is incorrect, inaccurate or out-of-date and you wish it to be updated, you may do so or ask us to do so

You have the option of not providing certain information requested by us. However, you should note that this may prevent us from effectively providing membership information services to you and managing its various activities and programs.

## **Photographs**

What should you collect?

You should only collect images of identifiable individuals if it is reasonably necessary for one of the Club's functions or activities. Consent is not required to collect images of identifiable individuals unless the image records sensitive information about the individual. However you must take reasonable steps to make sure that the individual is aware of the following:

1. Who you are and how they contact you.
2. How, when and from where the images are being taken.
3. If the collection of the image is required or authorised by law.
4. What you are taking an image for.
5. If there are any consequences for them if you do not collect the image.
6. Any other organisation or people with whom you usually share personal information.
7. How they can get access to it later.
8. Whether you are likely to send the images overseas.

### **Appropriate notification:**

An example:

The Rotary Club of XYZ is taking photographs at today's/tonight's function/activity.

The photographs will be used internally at the Club, on the Club's website, and on the Club's Facebook page.

If you do not want to have your photograph taken please tell the photographer.

If you subsequently see a photograph on the Club's website or Facebook page that includes you and it is of concern, please contact the Club on (insert email address) so your concern can be addressed.

### **ClubRunner**

ClubRunner's privacy policy can be found here: <https://site.clubrunner.ca/page/privacypolicy>  
Rotary International

Rotary International's privacy policy can be found here: <https://my.rotary.org/en/privacypolicy>

February 2019