

MELBOURNE SUNRISE PROBUS CLUB INC.

PRIVACY POLICY

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

Probus regulations require that information collected in relation to members shall be held in accordance with the Information Privacy Principles (IPPs) contained in the Privacy Act 1988 in Australia. The club will ensure that it complies with such information 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 information collected to be:

- necessary for Club activities (IPP 1)
- authorised, with members told why it is required and who will access it (IPP 2)
- relevant, up-to-date and complete (IPP3)
- stored securely to prevent loss (IPP4)
- available for amendment and correction by an individual member if it is wrong (IPPs 5-7)
- used only for relevant Probus use (IPPs 8-10)
- disclosed only with the individual's consent or for health and safety and law enforcement purposes. (IPP 11)

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 and office held in club (where necessary) being included in a membership list.

Club Internal Directory

The Directory of Members will be available online and can only be accessed via use of secure Username and Password.

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

Club Website/Bulletin

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

Individual, small or large group photographs published on the website will not include names.

General Meeting minutes will be posted on the secure section of the website for one year for member information.

An endorsement will be included in the club bulletin 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 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 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 being included in a 'Directory of Members' to be distributed only to members of the Probus Club of **Melbourne Sunrise** and not distributed or sold to outside agencies. I accept that the information may be used by Probus Centre in line with PSP Privacy Policy 2011.

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.

Adopted at the General Meeting of July 5, 2012