

**PRIVACY**

**POLICY**

Version 1.0

**MELBOURNE BEARBRASS PROBUS CLUB Inc.**

**ADOPTED ON** 27th February, 2021

**CHANGE CONTROL**

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| **Version** | **Publish Date** | **Content/Amendments** |
| 0.1 | 1st December, 2020 | Initial draft for consideration by Management Committee members |
| 0.2 | 27th February, 2021 | Draft including feedback received |
| 1.0 | 27th February, 2021 | Approved by members |

**INTRODUCTION**

In Australia not-for-profit organisations with an annual turnover of $3 million or less are exempt from the *Privacy Act*. This Privacy Policy deals with how the Melbourne Bearbrass Probus Club (the Club) will collect, hold, use or disclose personal information. The policy for the handling of personal information considers the following:

**MEMBERSHIP APPLICATION**

1. It is a condition of membership of the Club that each applicant completes the Membership Application Form on the Bearbrass website and consents to personal information in the form of surname, given name, preferred name, date of birth, postal address, postcode, phone number, mobile phone number, former vocation, hobbies, sporting and other interests, emergency contact name, emergency contact best phone number being included in a membership list. If an applicant provides non mandatory information on the Membership Application Form, including title, email address and spouse name, he/she consents to this information being included in a membership list.

**EMERGENCY CONTACTS**

1. Information about health issues and emergency contacts provided by members shall be kept private and confidential within the confines of the Probus Club and shall only be used in the event of an emergency.

**PHOTOGRAPHS**

1. Members are regarded as having consented to the publication of photographs unless they personally inform the Secretary in writing that they do not consent to such publication. Photographs that include persons other than members of the Club (guests, visitors or partners) will only be published after obtaining consent from those persons.

**DIRECTORY OF MEMBERS**

1. The internal directory of members is maintained electronically and is kept secure at all times. It is accessible only by other members via a login and password

**DIRECTORY OF PROBUS CLUBS**

1. Management Committee members have access to the Directory of Probus Clubs through the Club Administration section of the PSPL website via a login and password.
2. As the Directory of Probus Clubs contains contact information of other Clubs, the password to access the Club Administration section should be changed each time a Committee member resigns from the Club’s Management Committee. This password can be changed by contacting the PSPL Team.

**RECORD KEEPING**

1. Records including minutes and financial reports (in either printed or electronic form) should be kept for a minimum of 7 years on the ClubRunner site. For insurance purposes, membership lists and attendance lists for activities (in either printed or electronic form) should be retained for at least 13 months on the ClubRunner site.
2. Records should be replicated on the first of each month from the ClubRunner Documents repository, to the President’s PC hard drive and the Secretary’s PC hard drive. ClubRunner is backed up by ClubRunner Inc.

**END OF POLICY**