

The Probus Club of Camberwell

Privacy Policy

The Probus Club of Camberwell (“the Club”) respects your privacy and is committed to protecting the personal information of its members, guests, and visitors. This Privacy Policy explains how we collect, use, store, and share your personal information.

1. Information We Collect

The Club may collect and store the following personal information:

- Name, address, telephone number, and email address.
- Emergency contact details.
- Attendance records at Club meetings, outings, and events.
- Photographs taken at Club activities (with consent).
- Payment information (e.g., membership fees, event payments).

2. How We Use Your Information

We use your personal information for the following purposes:

- To manage Club membership and administration.
- To communicate with members about meetings, events, and activities.
- To maintain attendance and participation records.
- To share newsletters, minutes, and Club updates.
- To comply with legal and insurance obligations.
- To promote Club activities (e.g., publishing photos in newsletters or on the Club’s website, with consent).

3. Sharing of Information

The Club will not sell, rent, or trade your personal information. Information may be shared only with:

- Committee members for the purposes of Club administration.
- Service providers (e.g., venues, insurers, event organisers) where necessary to run Club activities.
- Club Members’ Handbook with member’s permission
- Probus South Pacific Ltd for insurance or membership purposes.

4. Data Storage & Security

- Personal information is stored securely in password-protected files or locked cabinets.
- Access is restricted to authorised Committee members.
- Information is retained only as long as necessary for Club purposes or as required by law.

5. Photographs & Media

Photographs of members may be taken at Club events. These may be published in newsletters, on websites, or in promotional materials. Members may opt out by notifying the Committee.

6. Your Rights

You have the right to:

- Access the personal information the Club holds about you.
- Request corrections to inaccurate information.
- Withdraw consent for the use of your data (subject to legal/administrative requirements).
- Request deletion of your information when no longer required.

7. Contact Us

For questions about this Privacy Policy or to exercise your rights, please contact the Club Secretary:

Approved Date: 16/9/2025

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