



## Essendon Bushwalking Club Inc. PRIVACY POLICY

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## INTRODUCTION

Your privacy is important to Essendon Bushwalking Club Inc, and it is committed to protecting your personal and health information.

In addition, and in some situations, the *Privacy and Data Protection Act 2014* (Vic), including the Victorian Information Privacy Principles, and the *Health Records Act 2001* (Vic), including the Health Privacy Principles, ("Privacy Laws") regulate the way in which Essendon Bushwalking Club Inc. handles personal and health information<sup>1</sup>.

This policy provides information about how Essendon Bushwalking Club Inc. may collect, hold, use and disclose your personal and health information and comply, when required, with the requirements of the Privacy Laws.

When used in this policy, "we", "our" and "us" refer to Essendon Bushwalking Club Inc.

## WHAT PERSONAL INFORMATION DO WE COLLECT?

We collect personal information to carry out our functions properly and efficiently, to provide you with requested services and to facilitate your membership with us, including marketing and promotion services that may be of interest to you

Our membership application form requires prospective and returning members to provide their name, telephone number(s), home address, email address, date of birth, name and telephone number for an emergency contact person, and first aid qualifications.

Any information collected by us will be held to:

- Maintain an updated Membership list. The Membership list is provided to Walk Leaders and the Committee;
- Maintain a mailing list for communication purposes to our members;
- Contact your emergency contact should a medical emergency arise that involves you;
- Provide confirmation of membership in the event of an insurance claim;
- Document details of programs, including training, activities and/or walks, you have participated in. For new members, it will include qualifying events provided on the Application for Membership form. In addition, an Activity Sheet will record names of participants at a walk or activity. This is retained by the club's committee;

We may also collect information that you voluntarily provide to use for example by participating in surveys or competitions.

If you do not wish to have your personal information shared for the purposes outlined above, this may affect our ability to communicate with you or provide requested services.

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<sup>1</sup> As at date of issue of this policy, the Commonwealth Privacy Act 1988 does not apply to Essendon Bushwalking Club Inc. For initial guidance about the circumstances in which that Act may apply at a future date to the Essendon Bushwalking Club, please refer to Attachment 1 of the Privacy Policy Guidelines for Victorian Bushwalking Clubs (August 2020).

## HEALTH INFORMATION

Members are asked to carry details of any relevant health information in their pack, either in a pocket or attached to a clip. This information will only be accessed by the walk leader in case of emergency.

If a walk leader does need to open a member's pack to obtain information, the leader will make every endeavour to ensure that another club member is present.

It is recommended that any member with a health concern have a confidential discussion with the leader prior to setting out on the activity.

## ELECTRONIC COMMUNICATIONS AND PHOTOGRAPHS

- To enable communication between members, we provide an abridged membership list with names, telephone and mobile numbers and email addresses.
- The use of the BCC (blind carbon copy) email address format will be used in all electronic communications to the entire club.
- We publish photographs of members attending Club activities in the monthly newsletter, Old Man Emu (OME)
- Photographs are also added to the club website or social media to promote our activities. Photographs may also be used to promote the club in brochures or community publications.
- No identifiable photograph of any member will be used in any format, if that member has requested their image not be used. Event leaders will give members and visitors an opportunity to make such a request at the beginning of each club activity.

## HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We may collect personal information about you:

- Directly from you, for example when you provide information to us by phone, email, or in an Application for Membership Form, or Risk Waiver Form.
- Where the personal information is in relation to a child, it will be collected from the parent or other responsible person associated with that child.
- Where a collection is required or authorised under law or by court or tribunal order.

## HOW DO WE USE YOUR PERSONAL INFORMATION?

We will only use and disclose your personal information in accordance with this Policy and, when applicable, the Privacy Laws.

Our main purposes for collecting, holding, using and disclosing personal information are to:

- Run, and administer, programs, activities and other events relating to bushwalking;
- Request an ambulance or to otherwise seek urgent medical assistance as required in an emergency; and
- Keep you informed of news and information (such as advance notice of events or programs) relating to bushwalking, including by distributing newsletters, publications and other communication via various mediums

In addition, we may use de-identified information to carry out research, to plan events and activities or to prepare submissions to government or a government body. De-identified information is information which has been aggregated or otherwise de-identified so that it cannot be used to identify you or any other individual and which does not contain your personal information.

## WHEN DO WE USE OR DISCLOSE YOUR PERSONAL INFORMATION?

Your personal information may be used and disclosed by us in any of the following circumstances:

- to our insurers for the purposes of settling or commencing a claim.
- when required or authorised by law;
- to an enforcement body or emergency service provider when reasonably necessary; or
- to lessen or prevent a threat to an individual or public health or safety;
- with your express consent in any other circumstances not listed above.

## HOW CAN YOU ACCESS PERSONAL INFORMATION WE HOLD ABOUT YOU?

You have the right to access your personal information and to determine exactly what personal information we hold about you.

We take all reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. If you find that the personal information, we hold about you is inaccurate, incomplete or out of date, members can login to the club website and update their details on the Membership Profile page or contact the Membership Secretary at ([member.secretary@essendonbwc.org.au](mailto:member.secretary@essendonbwc.org.au)) and request alteration to their personal details.

## INFORMATION STORAGE AND PROTECTION

We store information in different ways, including in paper and electronic form. When your information is provided to us, the information may be combined or linked with other information held about you.

We do not retain personal information longer than necessary for the purposes outlined above and for compliance with legal requirements, unless otherwise agreed by you. At the end of the membership, we may retain basic information about you for our historical records, (for example: name and address).

Security of your personal information is important to us. We take steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures we use include standard confidentiality requirements of our volunteers and service providers, and standard security measures for system access and security measures for our website. In addition, only personal information which is necessary for each specific purpose mentioned above is stored, used and disclosed by us.

## OPT-OUT / UNSUBSCRIBE

If you have agreed to receive information about Essendon Bushwalking Club Inc. such as news or marketing material, you can unsubscribe from our communications including marketing material, email, SMS or posted offers at any time by contacting the club's Membership Secretary.

## COMPLAINTS AND CONTACTING US

If you would like to contact the club regarding personal information, we hold about you, or have any questions in relation to this policy or a complaint, please contact:

Secretary: Essendon Bushwalking Club Inc.

Email: [secretary@essendonbwc.org.au](mailto:secretary@essendonbwc.org.au)

Address: PO Box 32, Moonee Ponds Victoria, 3039.

We encourage you to contact us if you have any concerns or complaints, if you feel your personal information has been mishandled, or if we have failed to meet your expectations. We take all privacy complaints seriously and will investigate your complaints in a confidential manner. You will be informed of the outcome of the investigation within a reasonable period of time.

## CHANGES TO THE PRIVACY POLICY

From time to time, we may need to update this Privacy Policy to reflect any changes in law or our club's practices. We will notify you of any amendments by posting an updated version of this Privacy Policy on our website (<https://essendonbwc.org.au>).

This Privacy Policy was approved by the Committee on August 30<sup>th</sup> 2021.

## AUTHORISATION

Kathy Andison

Club Secretary

30 August 2021

Essendon Bushwalking Club Inc