

Strzelecki Bushwalking Club - Privacy Policy

INTRODUCTION

The Privacy Data and Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic) regulates the way in which Strzelecki Bushwalking Club handles personal and health information. Your privacy is important to our Club. Strzelecki Bushwalking Club is committed to protecting your personal information. This policy provides information about how Strzelecki Bushwalking Club may collect, hold and use your personal information. When used in this policy, “we”, “our” and “us” refer to Strzelecki Bushwalking Club Inc.

WHAT PERSONAL INFORMATION DO WE COLLECT?

We collect personal information to properly and efficiently carry out our functions, 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. The personal information collected and held about you will vary depending on the circumstances of collection and may include, but is not limited to, as follows:

- Your name, address, date of birth, gender, telephone/contact numbers, email address
- Information about your emergency contact person in case of an emergency.
- Information about your dealings with Strzelecki Bushwalking Club and use of our membership.
- Details of programs/activities/walks you have participated in.
- Other information provided voluntarily by you, for example in response to surveys or competitions.

If you do not provide us with some or all the information that we request, then this may affect our ability to communicate with you or provide the requested services. If it is impracticable for us to deal with you as a result of you not providing the requested information or consent, we may refuse to do so.

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 If you find that the personal information we hold about you is inaccurate, incomplete or out of date, please contact us secretary@sbwc.org.au

Where it is necessary to prevent serious and imminent harm or to provide emergency care, we will collect health information and advise of the main consequences if the information is not provided. Where it is practical to do so, we will request your express consent to us collecting such information at the time it is collected – for example, by requesting that you fill out an emergency information form. These steps may include advice in person, in writing, over the phone or via documentation provided to you.

If you do not wish for us to collect certain information about you, you need to advise us, and we will discuss with you any consequences this may have.

HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We collect personal information about you in a number of ways, including:

- Directly from you, for example when you provide information to us by phone, email, in an application form, risk waiver forms, when you submit information through or access our website; and
- Where a collection is required or authorised under law or by court or tribunal order
 - We may also collect personal information regarding a child from the parent or other responsible person associated with that child.

HOW DO WE USE YOUR PERSONAL INFORMATION?

Strzelecki Bushwalking Club will only use 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, administer and market programs, activities and other events relating to bushwalking.
- Request an ambulance or to otherwise seek urgent medical assistance as required in an emergency..
- 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 media which you have consented to receive.

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.

WHEN DO WE USE DISCLOSE YOUR PERSONAL INFORMATION?

We may disclose your personal information to:

- our insurers,
- with your express consent;
- 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.

We do not, sell or trade your personal information with third parties unless we have your permission to do so or are required by law. We will only disclose personal information to third parties where such disclosure is necessary to perform our obligations to you.

HOW CAN YOU ACCESS PERSONAL INFORMATION WE HOLD ABOUT YOU?

You have the right to access your personal information. For security purposes, if you would like to access personal information that we hold about you, we require you to put your request in writing to secretary@sbwc.org.au. If we do not allow you access to any part of the personal information, we hold about you, we will tell you why. We will not charge you for lodging a request to access your personal information, but we may charge you for our reasonable cost in supplying you with access to this information.

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. Security of your personal information is important to us. We have taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures we use include strict confidentiality requirements of our respective committee, club members, and standard security measures for our website.

OPT-OUT / UNSUBSCRIBE

You can easily unsubscribe from our communications including marketing material, email, SMS or posted offers at any time by contacting us using the details specified in this privacy policy, or by following the instructions contained in an e-mail. It may take up to a week to effect an opt out or an unsubscribe so you may still receive communications from us after your request is received.

COMPLAINTS AND CONTACTING US

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

Privacy Officer: Secretary Strzelecki Bushwalking Club Inc

Email: secretary@sbwc.org.au,

Address: PO Box 844, Warragul, Victoria, 3820

We encourage you to contact us if you have any concerns/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 organization's practices. We will notify you of any amendments by posting an updated version of this Privacy Policy on our website (<https://sbwc.org.au>)

If the Privacy Policy changes materially so that your personal information will be used in a different manner from that stated at the time of collection, we will notify you and where necessary, seek your prior consent. However, you are responsible for ensuring we have a current email address for you. If the email address you have given us is incorrect or no longer operable, we have no further obligation to notify you aside from posting a notice on our website.

This Privacy Policy was approved by the Committee on

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