

## **PRIVACY POLICY – PROBUS CLUB OF LEUMEAH COMBINED (INC)**

All Probus Clubs are subject to the requirements of the Privacy Act 1988 in Australia and those in New Zealand by the NZ Privacy Act 1993. The Club shall operate under the following Privacy Policy:

- (a) The Probus Club of Leumeah Combined Inc. is committed to protecting the privacy of its members. The information collected in relation to members shall be held in accordance with the information privacy principles contained in the Privacy Act. The Club shall ensure that it complies with such information privacy principles and shall not disclose any information, except in accordance with the provisions of the Privacy Act.
- (b) It is a condition of membership of this club that each member consents to providing the following personal information: first and last name, residential address, phone number/s, email address (if applicable), date of birth and emergency contact details. Prospective members (waiting list) also consent to providing this information.
- (c) In accordance with the Constitution the Secretary and Membership Officer have a dual responsibility to maintain a register of members' and prospective members' personal details per 29.(b) above. This information is recorded in a database which is maintained on a dedicated laptop.
- (d) Other committee members may require some personal details held in the Membership Register to carry out their functions as Welfare Officer, Treasurer, Tours & Outings Officers and Bulletin Editor etc.
- (e) The Club supplies PSPL the following information for each member: name, address, telephone and mobile numbers, year of birth and email address. This ensures that each member is covered under the Probus Insurance Policy. The Club each year provides PSPL with information on meeting arrangements and the officers for the ensuing year. (Constitution clause 13.(a))