



PRIVACY POLICY

Koonung Bushwalking Club, is committed to protecting your personal information. This policy provides information about how the Club collects, holds and use your personal information.

In this policy, "we", "our" and "us" refer to Koonung Bushwalking Club Incorporated.

What Personal Information do we collect?

We collect personal information on the Application for Membership form. This form requires prospective and returning members to provide their name, landline number, mobile telephone number, home address, email address, preferred communication, date joined and the name and telephone number of an emergency contact person. This information is held by us to :

- Maintain an updated Membership list. The Membership list is provided to Walk Leaders and Committee.
- Maintain a mailing list for communication purposes to our members
- If a medical emergency arises to contact your emergency contact person
- Provide confirmation of membership in the event of an insurance claim
- Details of programs including training, activities and/or walks you have participated in. For new members, it will include qualifying walks 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 Walks Coordinator.
- Other information provided voluntarily by you, 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.

We take all reasonable steps to ensure the personal information we collect and use is accurate, complete and up to date. If you find that the personal information is incorrect, incomplete or out of date, please inform the Secretary.

Health Information

- The Club does not collect health information from members.
- Members are asked to carry any relevant health information on a form found in the document 'Personal Medical and Emergency Information' (available on the website or

from the Club Secretary), placed in a small container (also available from the Club Secretary) and carried outside the member's 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 should ensure that another club member is present.
- It is recommended that any member with a health concern should have a private word with the Walk Leader prior to setting out on the activity. The Walk Leader will keep this discussion confidential.

Electronic Communication and Photographs

- To enable communication between members, the Club provides an abridged membership list with names, telephone and mobile numbers and email address. This is available on request from the Secretary.
- The use of the BCC (blind carbon copy) email address format must be used in all electronic communications to the entire club.
- The Club publishes photographs of members attending Club activities in the monthly newsletter, *Walk Talk*.
- Some photographs are added to the Club website or Facebook to illustrate Club activities, and may also be used to promote the club in local newspaper articles.
- No identifiable photograph of any member will be used in any format, if that member has requested their image not be used. The Annual Membership Renewal form provides Members with the opportunity to make this request. In addition, Walk Leaders will give members and visitors an opportunity to make such a request at the beginning of each Club activity.
- The Club will endeavour to ensure that no compromising photograph of any member will be published in any format.

How do we collect your Personal Information?

We collect personal information from members by:

- Directly from you, by phone, email, in an application form, risk waiver forms, when you purchase tickets to an event; and

How do we use your Personal Information?

- Run, administer programs, activities and other events.
- To dispatch an ambulance in an emergency.

- Use de-identified information for planning purposes or to prepare submissions for government grants. De-identified information is information which has been aggregated or otherwise cannot be identified to any individual.

When do we disclose your Personal Information?

- Our insurers;
- When required or authorised by law;
- To an enforcement body or emergency service provider; or
- To lessen or prevent a threat to an individual or public health or safety.

We do not sell or disclose your Personal Information to third parties without your permission.

Information Storage and Protection

Information is stored on paper and electronically. Records may be combined or linked with other information stored about you.

Security of your Personal Information is important to us. Measures have been taken to protect information from misuse, loss, unauthorised access, modification or disclosed. Some of the measures taken include confidential undertakings from Committee members, walk leaders and event organisers.

Contacting Us

If you have any complaints, concerns or questions please contact the Secretary. Communication will be kept confidential.

Privacy Complaints

The Club will deal with any complaints about privacy issues in line with the grievance procedures detailed in the Club Rules.