



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 a mailing list for communication purposes to our members
- Contact your emergency contact person should an emergency arise
- Provide confirmation of membership in the event of an insurance claim
- Provide details of programs including training, activities and/or walks you have participated in. For new members, it will include qualifying walks provided on the Acknowledgement of Risk form. In addition, the Leader will print off an Attendance Sheet which records names and phone numbers of participants at a walk or activity. This Attendance sheet is not retained in Club files.
- Plan for Leaders' training. Course history is kept electronically.
- Seek other information provided voluntarily by you.

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 If you find that the personal information is incorrect, incomplete or out of date, please inform the Secretary.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 suggests members nominate in Ontrax for their contact details to be available to other Ontrax users.
- Some photographs are added to the Club website, public Facebook website or private Facebook website 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 remind members and visitors to indicate, at the beginning of each activity, if they do not wish their image used on the Club website or Facebook.
- 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:

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

How do we use your Personal Information?

- To administer programs, activities and other events.
- This information is held electronically on Ontrax for communicating Club activities and for booking in to Club events.
- De-identified information is used 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?

- . To our insurers, following an insurance claim;
- . When required or authorised by law;
- . To an enforcement body or emergency service provider.

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 disclosure. 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.