

# BORDER BUSHWALKING CLUB

POLICY AND PROCEDURE MANUAL



**Policy Title**

**Policy#: P-06**

## Privacy Policy

### **Purpose of the policy:**

BBC respects the privacy of your Personal Information (PI) and is committed to the protection of it.

This policy provides information about how BBC may collect, hold and use your personal information.

### **Definitions:**

“Personal Information” is any information which identifies you as an individual or could reasonably identify you.

When used in this policy, “we”, “our” and “us” refer to Border Bushwalking Club Inc.

### **Policy statement:**

This policy provides information about how BBC may collect, hold and use your personal information.

### **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 a monthly newsletter, promotion of activities and any other information 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 not limited to as follows:

- 1 Your name, address, date of birth, gender, telephone contact numbers and email address.
- 2 Information about your emergency contact details.
- 3 Information about your dealings with BBC and use of our membership.
- 4 Details of programs/activities/walks you have participated in.
- 5 Background checks including working with children checks, if you are to be leading activities with children participating.
- 6 Other information provided voluntarily by you, eg; personal health issues, or in response to surveys or competitions.

If you do not provide us with any or all the information that we request, then this may affect our ability to communicate with you or provide the requested services.

By not providing requested information, you may jeopardise your ability to participate in programs or activities or apply for volunteer positions with us. 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 If you find that personal information we hold about you is inaccurate, incomplete or out of date, please contact us.

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.

These steps may include advice in person, in writing, over the phone or via documentation provided to you.

If you do not wish 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 INFORMATION?**

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

- 1 Directly from you, i.e; when you provide information to us via the membership application/renewal form, phone, email, acknowledgment of risk forms, when you submit information through or access the BBC website; and
- 2 We may also collect personal information regarding a child/children from a parent or other responsible person associated with that child/those children.

### **HOW DO WE USE / DISCLOSE YOUR PERSONAL INFORMATION?**

BBC may use your personal information for the primary purpose for which it was collected, and secondary purposes related to the primary purpose. Such primary and secondary purposes may include, without limitation, use of your personal information to:

- 1 Verify your identity;
- 2 Run, administer and promote programs, activities and other events relating to bushwalking.
- 3 To dispatch an ambulance in an emergency, this includes the use of your information to assist with any subsequent attendances so that you can be provided with the most appropriate service and notification to your nominated emergency contact person.
- 4 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.
- 5 Complete background WWCC background checks, if required.
- 6 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.

***We do not, disclose, sell or trade your personal information with third parties unless we have your permission to do so or are required to by law.***

#### **WHEN DO WE USE YOUR PERSONAL INFORMATION?**

We may disclose your personal information

- 1 to our insurers;
- 2 to our professional advisers, including our accountants, auditors and lawyers;
- 3 to our affiliated clubs, Bushwalking Victoria (BWV), Bush Search and Rescue (BSAR) and Bushwalking Tracks and Conservation (BTAC) standing committees.
- 4 with your express consent;
- 5 when required or authorised by law;
- 6 to an enforcement body or emergency service provider when reasonably necessary; or
- 7 to lessen or prevent a threat to an individual or to public health or safety.

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

You have a 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. 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 costs 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 by you 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 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 Executive and Committee members, leaders, members, visitors and security system access and security for our website.

#### **OPT-OUT / UNSUBSCRIBE**

You can easily unsubscribe from our communications including email, SMS or posted offers at any time by contacting us using the details specified in this privacy policy, or by following instructions

contained in an email. It may take up to a week to action an opt-out or an unsubscribe request, so you may still receive communications from us after your request is received.

### **COMPLAINTS AND CONTACTING US**

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

SECRETARY: Email : [secretary@borderbushwalkingclub.com.au](mailto:secretary@borderbushwalkingclub.com.au)

We will 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 practical time frame.

### **CHANGES TO THE PRIVACY POLICY**

From time to time, we may need to update this Privacy Policy to reflect any changes in law or Bushwalking Victoria practices. We will notify you of any amendments by posting an updated version of this Privacy Policy on our website [www.borderbushwalkingclub.com.au](http://www.borderbushwalkingclub.com.au)

<b>Related procedures and applicable regulations/ legislation</b>
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he Privacy Data and Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) regulates the way in which Border Bushwalking Club Inc (BBC) handles personal and health information.
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<b>Policy #:</b>	<b>Approved By: BBC Committee</b> <b>Date:02-02-20</b>
<b>Date of original policy: 020220 (new)</b>	
<b>Review frequency: annually</b>	

**CHANGE LOG**

<b>Reviewed by</b>	<b>Date</b>	<b>Changes made</b>
<b>Ken Tooley/Sandy Kaitler</b>	<b>020220</b>	<b>New</b>