



Privacy Policy

Version 2: August 2019

Bass Coast Strollers Inc.

- will respect the privacy of members and any visitor or potential member who makes contact with our Club through our website or by emails or phone calls.
- will keep personal information secure and confidential and not disclose it to third parties.
- will not misuse email addresses.

Bass Coast Strollers Inc. is required by the Incorporations Act to keep a register of members, their addresses and date of joining. Once a person ends their membership, by resignation in writing or by their subscription being twelve months in arrears, personal details except for name and date of stopping membership will be deleted from Club records. At this time, digital and paper records containing confidential information will be destroyed.

Personal information that is collected and stored in both digital and paper form by the Secretary or other authorised member may include:

- Name
- Address
- Home Phone
- Mobile
- Email
- Dates of joining and resignation
- Images
- Details of walks/activities/camps you have participated in
- Information about an emergency contact person

Purpose for collection

- Running and administration of the Club
- Facilitating the walks program, camps, social activities and events
- Risk management

Medical/Health Information and Emergency Contact Details

- It is strongly recommended that individual members complete and carry the Medical Information and Emergency Contact Form.
- The information contained in this form is for emergency use only and will be used if you are ill or injured whilst participating in an activity of Bass Coast Strollers Inc. The information will only be accessed by the walk/camp organiser or their delegate and given to the relevant medical and/or emergency services personnel.

Circumstances and process by which collected personal information may be accessed

- By Committee members, from the Secretary, when directly related to the management of BCS. Digital records are to be deleted, and paper records passed on to the Secretary for safekeeping or disposal at the end of the Committee year.
- By members; limited to information that has been authorised by individual members.
- By Camp Organisers when directly related to the management of a Camp approved by the Committee. At the conclusion of a Camp, all personal information including walk registration lists are to be returned to the Secretary for safekeeping or disposal.
- By members wishing to access and correct any of their personal data.

Members will be asked to *either* authorise *or* not authorise which of the following **personal information** they wish to share with other members in Contact lists (email and printed) and on our website.

- First name
- Surname
- Suburb
- Mobile
- Email
- the collection of identifiable images of themselves that may be displayed on our website or in newspaper articles or promotional material for Bass Coast Strollers Inc.

Members are not to disclose personal information of other Strollers to third parties.

Members wishing to contact all or some members regarding BCS activities or administration can request an email to be forwarded by the Secretary or a Committee member.

Group emails forwarded by the Secretary or Committee member will be sent as BCC (blind carbon copy).

Complaints regarding any breach of Privacy may be sent to the Secretary through info@basscoaststrollers.org and will be addressed promptly by the Committee.