

Melbourne Women's Walking Club Inc

Privacy Policy

Introduction

This Privacy policy describes how the Melbourne Women's Walking Club, may collect, use store, protect, and disclose personal and health information.

A. Collection and Holding of Personal Information

The Club collects personal information directly from individuals to carry out the stated purposes of the Club, which are: to promote and encourage walking and an appreciation of the environment; to organise walking trips and other outdoor activities and to foster social activities among the members. The Club provides reasonable processes to ensure that all personal information that is collected, used, and disclosed is accurate and up to date.

Personal information is information about a person whose identity is apparent or can reasonably be ascertained from the information. The information can be supplied orally, written or as an electronic record and can be held in any format – hardcopy or electronic. The personal information collected and held about each person will depend on the circumstances for which the information is collected.

Personal information may include: a person's name; address; contact details such as telephone number and email; birth year (optional); information about health or medical conditions; emergency contact person details.

The Club will not record and retain personal health or medical information. If individuals do not wish for certain information to be collected, it may be omitted from collection, however emergency contact information is required.

It is the responsibility of club members to ensure confidentiality of the material they receive: ie the Members Roll and the Newsletters.

B. Why does the Club collect Personal Information?

The club collects, holds, uses and discloses personal information mainly:

- To maintain a register of members
- To communicate with members about organising club activities
- To assist in the management of a medical emergency
- To generate aggregated statistical information helpful to the Club Committee.

C. How does the Club collect Personal Information?

Personal information is collected directly from members and temporary members through the Acknowledgement of Risk form, and the Application for Membership form or when information is provided to the club by phone or email.

An Accident Incident Form collects information about incidents and accidents that occur when walking. This form is completed by the Leader of the activity and forwarded to the Secretary for record keeping.

D How does the Club use Personal Information?

The Club uses personal information to:

- Communicate with a specific member
- Provide member contact information to activity leaders and other members via the members' roll
- Provide information about club activities via club Newsletters or email updates.
- Assist with a health issue that may arise during an activity.
- Notify an emergency contact if required.
- Generate aggregated statistical information helpful to the Club Committee.

Personal information may also appear in the monthly newsletter, in minutes of meetings and on Club activities information.

Member's name and address information may only be disclosed to third parties where required for the execution of club organisational activities, such as the mailing out of the members' roll and newsletters.

An Emergency Contact and Health Form carried by individuals may contain health information about an individual. The Club only accesses such information to provide emergency care during a club activity.

The Club may use de-identified information gathered through the Club's Membership database and surveys to prepare reports and submissions. De-identified information is information that has been aggregated and or otherwise de-identified so that it cannot be used to identify any specific individual or their personal information.

Consent is sought from members for use of their image for commercial or outside-the-Club purposes such as display on the Club's website or Facebook page. Permission for publication is sought from members in photographs of a walk or activity at the time of photograph.

E How is information stored and protected?

The Club stores information in different ways including paper and electronic formats. This information may be combined or linked with other information held about persons.

Membership information and activity records are held in Microsoft Access databases.

Email correspondence to the membership secretary, the monthly newsletters, minutes of meetings are stored on the personal computers of various club officials.

Acknowledgement of Risk forms are held as a record for the purposes of insurance cover held for seven years.

The Club takes steps to ensure that personal information is secure and protected from misuse, loss, unauthorised access, modification, or disclosure. Security measures are in place for the computers and databases holding members' personal information.

The club's website and Facebook page have a public section and a members-only section. Consent is obtained from participants appearing in any photo before it is posted in the public sections. Members within photos are not identified by name or tagged.

No other personal information appears on the Club's social media unless the club official has consented to it for themselves, for example a specific mailing address for forms in the website's members only section. The Club website's members-only section is password protected.

18th July 2022