

# **Privacy Policy Of North Brisbane Lapidary Club Inc.**

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Version 2

2015



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## Recitals

In this privacy policy, the expressions “NBLC”, “we” and “us” are a reference to North Brisbane Lapidary Club.

This privacy policy applies to personal information collected by us as well as any images taken during any activities organised by the NBLC.

We are bound by the Privacy Act 1988 and the policy has been written in keeping with the Australian Privacy Principles.

This policy is to inform you of

- How and when NBLC collects personal information;
- How NBLC uses and discloses personal information;
- How NBLC keeps personal information secure, accurate and up-to-date;
- How an individual can access and correct their personal information;
- How NBLC will facilitate or resolve a privacy complaint;
- How NBLC collects images from members
- How and where NBLC may use images from members
- How NBLC will facilitate or resolve a complaint concerning the use of images.

## 1. Definition personal information

The Privacy Act 1988 defines “personal information” to mean information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is reasonable identifiable from the information or opinion.

## 2. Sensitive information

2.1 Sensitive information is a subset of personal information about an individual’s racial or ethnic origin, political opinions, membership of a political organisation, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of trade union, sexual orientation or practices, criminal record, health information about an individual, genetic information, biometric information that is to be used for the purpose of automated biometric verification or biometric identification or biometric templates.

2.2 In general we do not require the collection of sensitive information from you but we may be required to collect sensitive information from you in order to carry out the services provided to you. We do not collect sensitive information from you without your consent or without informing you about the reason for the collection of the sensitive information.

- 2.3 The type of sensitive information we may collect from you or record about you will be limited to the purpose for which it is collected.
- 2.4 Emergency contact and medical history information is collected to protect the health and safety of members in case of accidents or health incidents.
  - 2.4.1 This information is stored in a secured cupboard accessible by membership officers, first aid officer, duty officer and management committee members.
  - 2.4.2 The information will only be accessed in the event of a medical emergency.
  - 2.4.3 Any access to this register is recorded in access control sheet which identifies the person making the access, the member whose information was accessed and the reason for the access.

### **3. Collection of Personal Information**

- 3.1 We only collect personal information that is necessary for the purpose of what we do.
- 3.2 Personal Information is collated in a membership register which consists of names, addresses, phone numbers, email addresses (where available), birthdates and joining dates.
- 3.3 We will collect the personal information from you. If we collect personal information about you from someone else, we will make you aware that we have done this and why.
- 3.4 It is the responsibility of each individual to ensure that the personal information held by NBLC is correct and accurate at all times.
  - 3.4.1 In the case that a member requires changes to be made to the personal information held it is the member's responsibility to inform the membership officer in writing about the changes.
- 3.5 When you engage in certain activities, such as entering a contest, attending field trips, filling out a survey or sending us feedback, we may ask you to provide certain information. It is completely optional for you to engage in these activities.
- 3.6 Depending on the reason for collecting information, some of the personal information we ask you to provide may be identified as mandatory or voluntary. If you do not provide the mandatory information we may be unable to effectively provide our service to you.

### **4. Security, Data quality and Access of Personal Information**

- 4.1 The membership register is stored in a database on the NBLC Computer. The database is security protected.
- 4.2 The membership database is maintained by the membership officer on a regular basis.
- 4.3 We will take reasonable steps to
  - 4.3.1 Make sure that the personal information we collect, use or disclose is accurate, complete and up-to-date;
  - 4.3.2 Protect your personal information from misuse, loss, unauthorised access, modification or disclose both physically and through computer security methods; and
  - 4.3.3 Destroy or permanently de-identify information that is no longer needed for its purpose of collection.
    - 4.3.3.1 Personal information of past members will be destroyed after membership has lapsed for more than twelve months. We will retain only the name, date of joining and last financial year membership.

- 4.4 The database can be accessed by the membership officer and members of the management committee.
- 4.5 The Secretary keeps a printed record of the membership register.

## **5. Access to and Correction of your Personal Information**

- 5.1 You are entitled to have access to any personal information relating to you.
- 5.2 You are entitled to access and edit such information unless we are required by law to retain it or permitted to retain it in accordance with this privacy policy.
- 5.3 We may keep track of past transactions for our accounting and audit requirements.
- 5.4 It may be impossible to completely delete your information because some information may remain as backups.
- 5.5 If you would like to access or correct any records of personal information we have about you, please contact the Secretary in writing. A response will follow within 7 days of receiving the request.

## **6. Use and Disclosure of Personal Information**

- 6.1 We will use or disclose your personal information for the primary purposes for which it was collected.
- 6.2 You consent to us using and disclosing your personal information to facilitate a purpose in connection with:
  - 6.2.1 If required, verification of your identity
  - 6.2.2 The verification of your date of birth, if applicable;
  - 6.2.3 Your participation in any activity or event organised by NBLC Inc.
  - 6.2.4 To facilitate the administration, management and improvement of NBLC Inc., including but not limited to:
    - 6.2.4.1 The use of personal information for communication between us and members, including but not limited to the clubs newsletter, club email alerts;
    - 6.2.4.2 Any annual general meetings and other member meetings of the NBLC Inc.
  - 6.2.5 To offer you updates or other content or products and services that may be of interest to you;
  - 6.2.6 Any other matters reasonably necessary to continue to provide our product and services to you;
- 6.3 We may also use or disclose your personal information and in doing so, we are not required to seek your additional consent:
  - 6.3.1 If we reasonably believe that the use or disclosure is necessary to lessen or prevent a serious or imminent threat to an individual's life, health or safety or to lessen or prevent a threat to public health or safety;
  - 6.3.2 If we have reason to suspect that unlawful activity has been , or is being, engaged in; or
  - 6.3.3 If it is required or authorised by law
- 6.4 We will not disclose your personal information to third party organisations
  - 6.4.1 Except for emergency information in case of an emergency

- 6.4.2 Should we decide that it would be of benefits to you and the club, we will seek prior permission before disclosing your personal information
- 6.5 If you have received communications from us and you no longer wish to receive those sorts of communication, you should contact the Secretary and we will ensure that the relevant communications ceases.

## **7. Personal Images Use**

- 7.1 We may on occasion take images of members during club activities such as workshops, courses, excursions, fetes and similar events.
- 7.2 With the completion of the membership application you will have been given a consent form to use images
  - 7.2.1 Members prior to the implementation of this consent form will have complete this form at the renewal of membership for 2015
- 7.3 If you have given us consent, we may use your image to positively promote the NBLC Inc. through publishing your image
  - 7.3.1 On the club's website
  - 7.3.2 On the club's Facebook account
  - 7.3.3 On the club's blog
  - 7.3.4 In the club's newsletter
  - 7.3.5 Any other publication as seen fit for the positive promotion of the NBLC Inc.
- 7.4 No Images of minor club members will be used in any form of publication.