



Over 55 Cycling Club Inc.

Privacy Policy

The Over 55 Cycling Club Inc. needs to collect some information for Club purposes. This Privacy Policy outlines how such information will be collected and used.

1. What personal information is being collected.

- ◆ Names and addresses as required by the Incorporated Associations Act are stored in the Register of Members
- ◆ Information from the Membership Application form is stored in the Member Information Database

2. Who is collecting personal information.

- ◆ Committee Members
- ◆ Ride Captain and Deputy Ride Captain
- ◆ Ride Leaders.

3. How personal information is used.

- (a) Personal information will only be used for the administration of the club.
- (b) The Incorporated Associations Act requires that an up-to-date register of all members, including their residential or postal addresses is kept, and financial members shall have access at no cost.
- (c) In the event of a medical emergency personal information will be made available for medical purposes.

4. To whom and under what circumstances personal information is disclosed.

- (a) Members of the committee will be provided with a copy of the personal information of all members, for use in their administrative activities such as but not limited to:
 - ◆ Distributing newsletters
 - ◆ Sending cards such as get well and thinking of you
 - ◆ Checking financial members at general meetings
- (b) An Emergency Contact List will be provided to financial members when undertaking Car Watch.
- (c) Financial members of the club, as required by the Incorporated Associations Act, can request the Treasurer to provide them with access to the Register of Members. (names and addresses only)
- (d) Financial members of the club who are organising club events will be provided with the necessary personal information.
- (e) Personal information from the Member Information Database will **not** be provided to other club members, other than point (d). If another member requests details you will be advised so you can initiate the contact.

5. How personal information is stored.

Personal information will be stored electronically in two databases:

- ◆ Register of Members, which stores the name and addresses of all financial members and is maintained by the Treasurer
- ◆ Member Information, which stores the information from the Membership Application and is maintained by the Membership Officer.

The Over 55 Cycling Club Inc. will:

- ◆ Only collect personal information about you with your consent.
- ◆ Collect your personal information directly from you.
- ◆ Take reasonable steps to keep your personal information complete, current and accurate.
- ◆ Take reasonable steps to ensure personal information about you is kept secure.

Your rights:

- ◆ You can request access to the personal information about you that we keep on record.
- ◆ If you believe that any personal information about you is incorrect or out of date, you are entitled to ask us to correct it.
- ◆ No fee is charged for requesting access to personal information about you we may have on record

For further information about our Privacy Policy please contact the President.