



## MELBOURNE BUSHWALKERS PRIVACY POLICY

### Introduction

Your Privacy is important to Melbourne Bushwalkers Inc. (MBW).

MBW is committed to protecting the privacy of members of the club. This policy provides information about how MBW collects, holds, uses and discloses your personal information.

### What personal information does MBW collect?

Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable.

Personal information can be-

- in an oral, written or photographic form
- recorded or unrecorded
- a person's name, address or contact details
- date of birth
- gender, sexuality or race.

Personal information collected from you includes-

- your name, address, year of birth, telephone and email contact numbers
- name and telephone contact details of your emergency contact person in case of an emergency
- details of activities you have participated in
- other information provided voluntarily by you.

MBW does not hold any details of your financial accounts or medical advice to the Club.

### Why does MBW collect, hold, use and disclose personal information?

MBW collects, holds, uses and discloses personal information mainly -

- to maintain a public register of members required under its rules of incorporation
- to communicate with members about organising club activities
- to generate aggregated statistical information helpful to the committee for the good running of the Club.

### How does MBW collect and hold personal information?

Personal Information is collected directly from members and temporary members through the MBW Acknowledgement of Risk Form, Membership Application Form and Activity Booking Form or when you provide information to us by phone or email.

Information from the written forms is then transferred to the Club's electronic database and the written forms are securely destroyed.

A member may edit or delete all personal information held by the club through accessing their personal record through the Members' Area of the club website.

When a person ceases to be a member of MBW, their membership is reduced to temporary member status and their personal information is no longer accessible to other members from the general Members' Area of the Club's website. The information is accessible only to the Membership Secretary, website administrators and activity leaders confirming the status of individuals for the purpose of activity bookings. Details are retained in case the person wants to reactivate their membership in the 5 year period without the need for re-qualifying. Non-members in this area continue to be sent an electronic copy of the Club's newsletter unless they choose to unsubscribe.

### **How does MBW use your personal information?**

MBW uses your personal information for the primary purpose for which it was collected and secondary purposes related to the primary purpose.

These primary purposes include to-

- communicate with you, activity leaders and other MBW members about your membership of the club and your participation in activities of the Club
- run and administer activities of the Club
- dispatch an ambulance in an emergency
- notify your emergency contact in case of an emergency
- keep you informed about Club activities
- advise you of any late changes or cancellations of club activities on which you are booked
- generate aggregated statistics such as those on the Members' Area of the website..

### **Who does MBW disclose your personal information to?**

We may disclose your personal information-

- with your express consent
- when required or authorised by law
- to other members of the club through member-only access to the members register on the Club's website
- to an enforcement body or emergency service provider when reasonably necessary
- to lessen a threat to an individual or health or public safety.

MBW does not sell or trade your personal information with third parties unless MBW has your permission to do so or is required by law.

### **Do you publish identifiable photographs of participants in written and electronic publications?**

Photographs taken during an MBW activity that includes identifiable participants will not be published on public media by MBW if the participant notifies the leader of the activity at the beginning of the activity that the participant does not want their photograph published.

### **How can you access and change personal information MBW holds about you?**

You have the right to access your personal information. Your personal information appears on the members' register on the website accessed with your email address and PIN.

Log in to your details in the member's area of the website and update your personal information.

## **How does MBW store and protect personal information?**

MBW stores information in paper and electronic form. When information recorded on paper is transcribed to electronic format the paper record is securely destroyed.

Security of your personal information is important to MBW. MBW has taken steps to protect the information it holds from misuse, loss, unauthorised access, modification or disclosure some of the security measures include security measures for systems access and security measures for the website.

## **How does MBW handle privacy on the website and other electronic media?**

MBW does not identify participants in images by full name or by tagging images.

MBW web servers log the standard information about website users including the IP address of the user, domain of the user, URLs visited and the date and time visited. MBW accesses this information in aggregated reports which summarise the MBW website traffic and are used to improve the website and its suitability for visitors. MBW does not attempt to track individual users and does not link the web log to any other database with the purpose of identifying individual website users.

The MBW website does use Cookies to identify user sessions and maintain information while the user is using the website. MBW does not use or retain Cookie information to identify users in any way nor does MBW use the information given by users and stored in Cookies to link to any other data.

MBW does not make use of Web Bugs (programs installed on your personal computer by a website to track personal usage) in any way shape or form.

MBW provides a number of links to third party sites. MBW assumes no responsibility for the information practices of websites that a user is able to access through the MBW site. MBW encourages all web visitors to review the privacy policies and statements of all externally linked websites. There is no third party advertising on the MBW website.

## **How do I unsubscribe from MBW communications?**

You can easily unsubscribe from MBW emails by following the instructions contained in the footer of Club emails or by adjusting your preferences in your personal details page in the Members' area of the website.

## **How do I contact MBW to ask a question or make a complaint?**

If you would like to access personal information held by MBW or have any questions in relation to this policy or a complaint, please contact-

Privacy Officer: Secretary MBW

Email: [secretary@mbw.org.au](mailto:secretary@mbw.org.au)

Address: PO Box 1751, Melbourne, Victoria, 3001

## **Changes to the Privacy Policy**

From time to time MBW may need to update any changes in this policy to reflect any change in the law or our Club's processes or practices. MBW will notify of any amendment by posting an updated version of this Privacy Policy on our website (<https://mbw.org.au>).