

MELTON BUSHWALKERS INC.

(Registration No. A0020535X)

Privacy Policy

Introduction

This policy outlines what personal and health information is collected by Melton Bushwalkers Inc. **(the Club)** and what the Club does with this information.

The Club's aim is to only collect information needed for the Club to provide bushwalking activities and to allow affiliation with Bushwalking Victoria. The Club does not collect information for marketing purposes by other organisations.

Information collected

The following information is collected on the Club membership application form:

Name, address and email and telephone contact details, date of birth;

Emergency contact details; and

Health or medical information that may be relevant to participate in club activities, or in case of an emergency.

Members are requested to notify the Club secretary when any of this information changes.

Participants names and mobile phone numbers are also collected on the Club Walk Attendance Register.

Members are also requested to carry emergency contact and health and medical information with them on club activities for use in case of an emergency.

This information is only collected directly from the member, except for children under 18 of age, where the information is requested from the child's parent or guardian.

Photographs are often taken during club activities. These photos may be displayed on the Club's website or on the Club's facebook page.

As these photographs may include those of members, members are requested to acknowledge that photographs of them may be taken, using the Club photo release form.

Access to the Information

All personal, health and medical information is held by the Club secretary.

Membership payment records are held by the Club treasurer.

The Club treasurer regularly sends a list of financial members including their payments to the Club secretary, president and vice president.

The Club secretary uses this information to maintain a membership register indicating new, financial and lapsed members.

The list of financial members is also used by the Club booking officer to manage bookings for club walks.

Walk leaders may use the contact information to contact a potential walker.

The member contact and health information collected may also be used in the event of an incident or emergency.

None of this information is given to other organisations, except when given to Emergency Services in an emergency.

Otherwise, all queries must be made in writing (preferably by email) to the Club secretary.

This includes members wanting to share contact details with other members needing to email the Club secretary first for the secretary to forward the request to the other member or members.