



# Wentworth Point Probus Club Inc

## PRIVACY POLICY

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Australian Probus Clubs are exempt from the requirements of the Privacy Act 1988 as Clubs do not meet the Act's annual turnover threshold of \$3 million. However, as a matter of best practice, Wentworth Point Probus Club Inc and Probus South Pacific Limited follow the Australian Privacy Principles under the Privacy Act when collecting, holding, using or disclosing personal information.

### **Member Consent**

It is a condition of membership that members consent to their name, contact details and emergency contacts being recorded when they join the Club. This information is needed for membership registers, communication and in case of accident or injury while in Probus care.

Wentworth Point Probus Club must advise Probus South Pacific names of members for registration and capitation.

The directories of member details is to be kept securely at all times by both parties. Outdated information is to be deleted or destroyed. The information is never to be disclosed to any third party.

### **Register of Members**

The Club also maintains other registers such as attendance at meetings, activities, etc. This information is to be securely maintained. Management Committee members who have access to the registers must destroy, delete or return any information they hold when their term of office ends.

### **Next of Kin Details**

Next of Kin information is collected in case of emergency. Access to this information is restricted to the necessary Management Committee members.

### **Ill Members**

Where a member is ill, medical details of the ill member must not be divulged to any member, person or body without prior approval of the member concerned, unless the details are disclosed for the purpose of providing medical assistance. The Club does not collect or hold medical details of any member.

### **Publications**

Websites and newsletters should not contain any personal contact information of members.