



PRIVACY POLICY

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Introduction

The Committee of Southside BeeKeepers Club is committed to protecting the privacy of personal information which the club collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for Southside BeeKeepers Club in dealing with privacy considerations.

Authorisation

President Name

Signature of President

Southside BeeKeepers Club

Policy

Southside BeeKeepers Club collects and administers a range of personal information for the purposes of recording membership and the payment of membership fees. The club is committed to protecting the privacy of personal information it collects, holds and administers.

Southside BeeKeepers Club recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values.

The Southside Beekeepers Club is bound by Victorian Privacy Laws, the Information Privacy Act 2000, as well as other laws, which impose specific obligations when it comes to handling information. The club has adopted the respective Privacy Principles contained in the Victorian Privacy Laws as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the club requires for its primary function;
- Ensure that stakeholders/ members are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

Southside BeeKeepers Club will adhere to the Procedures outlined below.

Procedures

Collection

Southside BeeKeepers Club will:

- Only collect information that is necessary for the performance and primary function of the Southside Beekeepers Club.
- Notify stakeholders/ members about why we collect the information and how it is administered.
- Notify stakeholders/ members that this information is accessible to them.

Use and Disclosure

Southside BeeKeepers Club will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses we will obtain consent from the affected person.

Data Quality

Southside BeeKeepers Club will:

- Take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

Data Security and Retention

Southside BeeKeepers Club will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.

Openness

Southside BeeKeepers Club will:

- Ensure stakeholders are aware of Southside Beekeepers Club Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the club's website.

Access and Correction

Southside BeeKeepers Club will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date.

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Anonymity

Southside BeeKeepers Club will:

- Give stakeholders/ members the option of not identifying themselves when completing evaluation forms or opinion surveys.

Making information available to other service providers

Southside Beekeepers Club:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.
- Can release information to third parties where it is requested by the person concerned.

Responsibility

The club's Committee is responsible for adopting this policy.

The club's Committee members are responsible for the implementation of this policy.

The club's Secretary is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.

AUTHORISATION

[Signature of President]

[Name of President]

[Date]