



PRIVACY POLICY

This policy of Pandani Bushwalking Club Inc (the club, we) outlines our obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth). A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT?

Personal Information is information or an opinion that identifies an individual. Personal Information we collect includes names, addresses, email addresses and phone numbers.

This Personal Information is obtained from you when you join the club or register for a trip.

We collect your Personal Information for the primary purpose of communication from the club to you as a member and so that members can communicate with each other. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

SENSITIVE INFORMATION

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

We do not collect sensitive information about you.

THIRD PARTIES

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

DISCLOSURE OF PERSONAL INFORMATION

Some personal information is shared via the club website.

Your email address and phone number will be shared with other members so that members can communicate with each other for the purpose of coordinating club activities.

Your home address will be available to event organisers for the purpose of coordinating club activities and to club committee members for the purpose of communicating with you by mail.

Your Personal Information may be disclosed in a number of other circumstances including an emergency situation in which communication with you is not possible, third parties where you consent to the use or disclosure, and where required or authorised by law.

SOCIAL MEDIA

We recognise that members use social media to share information such as photographs which may be regarded as Personal Information. We have no control over such actions of individual members. We encourage members who wish to share photographs or other Personal Information to seek approval from the people depicted or identified before publishing it on social media.

SECURITY OF PERSONAL INFORMATION

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

Your Personal Information will be retained by the club when you cease to be a member unless you ask for it to be deleted.

ACCESS TO YOUR PERSONAL INFORMATION

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access or edit your Personal Information, please log into the Pandani website and go to your profile.

MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

Your Personal Information is managed entirely by you through the club website. Please ensure that your Personal Information is accurate, complete and up to date. We will not change your personal information other than in exceptional circumstances and with your permission.

PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our Privacy Policy please contact us via email: secretary@pandani.org.au