

APPENDIX I

PROBUS CLUB OF SYDNEY INC.

PRIVACY POLICY

1. In accordance with the recommendation of Probus South Pacific, it is the policy of the Probus Club of Sydney to follow the Australian Privacy Principles (APP) under the Privacy Act 1988 (Commonwealth). This Probus Club of Sydney Privacy Policy is designed to do that.
2. The Club requires nominees for membership to provide contact details – including (as applicable) name, street address, landline phone number, mobile number, and email address.
3. The Club also invites nominees to provide data including (as applicable) year of birth, partner's name, past vocation and career history, interests and activities. These data and the above contact details are collected on a form completed by the nominee at the time of nomination and are held on the Club's website database. Extracts from them are published in a membership list updated and issued to members several times per year. The Club should keep that database secure at all times and should emphasise the need to do the same with the membership list when distributing it to members. If the membership list is maintained electronically, ensure that it is only issued to other members in accordance with the Club's policy. Any outdated printed copies should be securely destroyed.
4. The purposes for which the above information is collected and held are for the administration of the Club's affairs and to facilitate social interaction between members.
5. A member may at any time, on application to the Club Secretary, access his personal information held by the Club and have that information amended or corrected as he wishes. He may also draw to the attention of the Secretary any perceived breach of the Australian Privacy Principles (APP) and such complaint will be considered and responded to by the Club's Committee. The Club will make available to a member a copy of the APP Policy on his request.
6. The Club may publish photographs of a member on its website, in its newsletter and/or on social media to promote the Club and its events unless a member has advised the Club Secretary in writing that they do not consent to such publication.
7. The Club Secretary may provide photographs of a member for use in PSPL's publications, website and/or social media unless the member has advised the Club Secretary in writing that they do not consent to such publication.
8. It is not anticipated that personal information collected by the Club would be disclosed to overseas recipients.

9. It is the Club's policy that a member's personal information held by the Club or presented by him in other forms such as talks, or correspondence should be used or disclosed only for Club purposes.
10. It is the Club's policy that a member should not use or disclose the personal information of other members except for Club purposes.
11. The Club may seek a member's consent to share some of his personal data with Probus South Pacific for administrative purposes.
12. This Privacy Policy shall be available to members on the Club's website.