

Mt Beauty & District Men's Shed

Privacy Policy

1. Purpose.

The Mt Beauty & District Men's Shed (the Shed) will manage members personal information in an open and transparent way and in compliance with the Australian Privacy Principles published by the Australian Government (via the Office of the Australian Information Commissioner) for all organisations.

2. Scope.

The Privacy Policy applies to all members of the Shed.

3. Collection, Security and Updating Personal information

- 3.1 The Shed will only collect personal information on members via the membership application form and the membership renewal form.
- 3.2 The information requested on these forms will be reasonably necessary for the Sheds purpose, functions or activities.
- 3.3 The Shed will not request confirmation of the prospective members personal information details.
- 3.4 The personal information requested on the membership and renewal application forms will be voluntary apart from name and contact details.
- 3.5 The Shed will creation and safely store a personal file on each member using the information collected on the application and renewal forms.
- 3.6 The Shed will not collect, receive or record any unsolicited personal information on any member, at any time, on any issue, unless the information could be a potential health & safety risk or legal issue.
- 3.7 If the Shed is made aware of unsolicited personal information that may be a potential health & safety risk or legal issue then:
 - 3.7.1 that member must be made aware of that information by a member of the Sheds executive,
 - 3.7.2 the member will be asked to hold good faith discussions with the Sheds executive in order to resolve the risk or issue and
 - 3.7.3 unresolved risk or issues must be reported by the Sheds executive to the full Committee for consideration and resolution.
- 3.8 The Shed will protect members personal information from misuse, interference, loss, unauthorised access, modification or disclosure.
- 3.9 The personal information on deceased members will be destroyed.
- 3.10 The personal information of unfinancial or expelled members will be stored for 7 years and then destroyed.
- 3.11 The Shed will not adopt a government, or any other organisations, identifiers under any circumstances or directions.
- 3.12 The Shed must take reasonable steps (via personal contact, phone or email) to make sure that the personal information that the Shed holds on any member is accurate, up to date and complete.
- 3.13 The Shed Executive must, on request by the member, give that member access to their personal file in order to correct details.

- 3.14 If the Shed Executive refuses access to a member to their personal file, in order to update that file, then the Shed must provide a written notice that sets out the reason for the refusal and outline the appeal process.

4. Use or disclosure of personal information.

- 4.1 Personal information collected on any member must not be used for any other purpose unless:
- 4.1.1 the member has consented to the use or disclosure of the information,
 - 4.1.2 directed to by a court order,
 - 4.1.3 it directly relates to a serious health emergency for that member.
- 4.2 If the Shed discloses personal information, in accordance with exceptions listed in 4.1, then the Shed must make a written note on the members personal file on why the information was disclosed, what information was disclosed and to whom the information was disclosed.
- 4.3 The Shed will not disclose the personal information of any member, including contact details, to any affiliated Local, State or National body, or any overseas organisation or authority, unless approved by the member
- 4.4 The Shed will not disclose the personal information, including membership lists and contact details, to any organisation for direct marketing or any other commercial purpose unless approved by the member.
- 4.5 The Shed will not publish members contact details, or publish a photograph of any member, in any of its publications (hardcopy or electronic) unless approved by the member.

BK 11/02/19.