

# Rotary Club of Elizabeth

Rotary District 9500

## PRIVACY POLICY STATEMENT

The Rotary Club of Elizabeth is committed to protecting individuals privacy and abides by the **National Privacy Principles [NPPs]** contained within the Privacy Act. Privacy of your personal information is important to us and we conduct Rotary Business with the highest standards of personal integrity.

We aim to provide the best possible programs whilst ensuring that you are aware of how your personal information is used within our club, our members and contractors that are employed to facilitate or conduct our programs.

### What information do we collect?

We will always be open and honest in our dealings with individuals and will only collect information about you that we believe necessary to undertake our legitimate activities. The nature of the personal information we collect and the degree to which it is used depends on the extent of the permission expressly given by you.

### Privacy Policy

The personal information could be comprised of your name, address, date of birth, telephone number as well as your qualifications and personal interests and only used specifically for the purposes to which you agree.

### Why is the information collected and how is it used?

Generally, we collect information necessary to validate your identity and sometimes your qualifications and to ensure your needs can be actioned efficiently and effectively. Collection of other personal information can also be made depending on the nature of the activity in which you will be involved for the following reasons:

- To ensure your safety
- To administer medical assistance if or when necessary.
- To satisfy legal requirements.
- To ensure we do not by any inadvertent action or knowledge place you at harm
- To ensure we provide the service best suited for your needs

### How do we collect the information?

In most cases, we only collect information about you, directly from you; however, there are instances where this is impractical and information may be obtained personally from your referees.

### What if you don't want to provide certain personal information?

The Rotary Club of Elizabeth seeks only the information we believe necessary to undertake the purposes of our programs and therefore, refusal to supply requested details may delay or prevent us from using your services or satisfying your application to attend any program we maybe intending to run or sponsor.

### Disclosure of Personal information

Any information collected by the Rotary Club of Elizabeth is kept strictly confidential and is only accessed by Rotary Club of Elizabeth members or our service providers in the course of them undertaking their legitimate duties in providing a given product or service. Only information for the particular function is shared.

Information you provide will not be given, rented, sold or traded to any external third party organisation and will only be made available to an outside entity where we have contracted an external service provider (under strict privacy terms) to assist in the execution of legitimate activities, OR if we act as an agent of another entity, OR if disclosure is required by or authorised by law, OR if a you consent to the disclosure of specific information.

### Accessing Personal Information

The Rotary Club of Elizabeth respects the rights of individual to access and correct their own personal information. Requests to do so must be submitted in writing to the Board of the Rotary Club of Elizabeth P/O Box 233 Elizabeth SA 5112.

### REVIEW DATE

The review date of this document will be December 2013 in the absence of any change in legislation, Australian Standard or Code of Practice that affects this policy or where the Rotary Club of Elizabeth deem it necessary.