

# Bayside Bushwalking Club Privacy Policy

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Bayside Bushwalking Club (BBC) is committed to protecting the privacy of members and other people who interact with the club.

## What personal information does BBC collect?

Personal information is collected via the BBC Membership Application Form. This information is needed for the effective organisation of club activities.

## Why does BBC collect personal information?

- Maintaining a membership register
- Communication with members, particularly to coordinate activities

## Who has access to personal information?

Member information that is only accessible to office bearers and committee members:

- Date joined
- Year of birth
- Bushwalking related qualifications and experience
- Concession cards held

Member information that can be seen by activity leaders:

- Name
- Address
- Phone number
- Email address
- Emergency contact name and phone number
- First aid qualifications
- Member booking history

This is only available to leaders for participants who are booked on a specific activity led by that leader.

Members may opt to withhold access to this information from activity leaders.

People who participate in BBC activities as visitors (i.e. without being members of BBC) are required to provide this information to leaders.

Member information that can be seen by other members booked onto the same activity:

- Name

Emails sent to activity participants may disclose email addresses as well as other contact details to facilitate the organisation of an activity. If a member has opted to withhold information from activity leaders, their details will not be provided to other activity participants.

Information held by the BBC is not provided to any other organisation or to any individual outside the BBC, unless individuals give consent, or the BBC is required to by law.

## How do members view and change their personal information?

Members can login to the BBC website to access and update their personal information; or can contact an officer of the Club (personally or via the Club's postal or email address) to do this for them.

## Is personal information collected by BBC secure?

Members' personal information is retained on the BBC website.

When people cease to be members of BBC, their personal information is deleted from the membership database.

If there are reasonable grounds to suspect that a data breach might have occurred and may result in serious harm to any individual, the BBC will notify relevant individuals and the Office of the Australian Information Commissioner as soon as practicable.

## What other information is requested by activity leaders?

- Physical or other limitations that may be relevant to an individual's ability to participate in a specific club activity
- Physical or other limitations that could result in a risk to the health, safety or welfare of any other individual participating in that specific activity

This information is not recorded by the BBC. Information provided for one club activity is not retained and is not assumed to apply to any other activity. It is not normally communicated by the activity leader to other activity participants or other members of the BBC. However, if it is found that a participant has put the health, safety or welfare of other individuals at risk by failing to provide information about his/her physical or other limitations prior to an activity, then this information will be discussed by the Committee and may be disclosed to other activity leaders.

Participants are required to carry an Emergency Medical Information Form which will only be accessed in an emergency.

## Photographs

Photographs taken during an activity that include identifiable participants will not be published on a public platform such as Facebook or the part of the BBC website that is available to non-members. Identifiable photographs of people will only be published in the BBC Newsletter if those people have consented.

## Complaints and Enquiries

BBC welcomes feedback about privacy issues and will attend to all questions and complaints promptly. Complaints and enquiries about the handling of personal information can be made in writing or by email to:

mail: P.O. Box 301, Hampton Vic 3188

email: [info@baysidebush.org.au](mailto:info@baysidebush.org.au)

## Relationships between BBC Privacy Policy and Privacy Law

According to Clause 1.1 of Privacy Guide 2017, BBC is not required to comply with Australian Privacy Principles. However, we do endeavour to do so.

Clause (f)(i) on page 94 of the Health Records Act 2001 says that we are entitled to collect health information if doing so will help to prevent or lessen threats to the life, health, safety or welfare of the individual from whom we are collecting the information.

Participants are encouraged to offer such health information to activity leaders and/or to other activity participants, but are not obliged to do so.

Clause (f)(ii) says that we are entitled to collect health information if doing so will help to prevent or lessen threats to the health, safety or welfare of any other people.

Any health condition that substantially increases the risk that a group activity will not be completed in the expected timeframe is regarded by the BBC as a threat to the safety and welfare of other

participants. BBC activity leaders should be advised about any health condition which might impede a participant's participation. BBC policy allows leaders to decline to take participants if in their subjective opinion the risk to the individual or to other participants is not acceptable. If an individual fails to inform an activity leader about a health condition that is considered by the activity leader to cause risk to other activity participants then the Committee will be informed and will take whatever action it deems appropriate to reduce the future risk to other participants.

## Applicable Regulations

- Privacy Act 1988 (Commonwealth)
- Privacy Data and Protection Act 2014 (Vic)
- Health Records Act 2001 (Vic)

## Reference

- Privacy Guide 2017: A guide to compliance with privacy laws in Australia ([https://www.nfplaw.org.au/sites/default/files/media/Privacy\\_Guide\\_Cth.pdf](https://www.nfplaw.org.au/sites/default/files/media/Privacy_Guide_Cth.pdf))