

**Everest 4WD Club of Victoria Incorporated**

# **PRIVACY POLICY**

This policy was last reviewed and updated on: 11 March 2023

# Privacy Policy

Although the **Everest 4WD Club of Victoria Incorporated** is not legally subject to the *Privacy Act 1988*<sup>1</sup>, the club does choose to handle personal information in accordance with the Act for the benefits of members.

This privacy policy describes how we collect, hold, use and disclose your personal information, and how we maintain the quality and security of your personal information.

## What is personal information?

“Personal information” means any information or opinion, whether true or not, and whether recorded in a material form or not, about an identified individual or an individual who is reasonably identifiable. In general terms, this includes information or an opinion that personally identifies you either directly (e.g. your name) or indirectly.

## What personal information do we collect?

### Membership database

We maintain a member database, including prospective members who have applied to join the club. This database holds the following information about you that you have provided to us:

- Your full name
- your membership type (joint or individual)
- The full name of the second member (for joint memberships)
- Your address
- Your mobile phone number
- Your email address
- Your vehicle, 4wd experience, certifications (e.g. driver training, first aid, etc) and interests related to the club’s purpose (e.g. camping, 4wd touring, etc)
- The name of your emergency contact
- The phone number of your emergency contact
- The email address of your emergency contact
- Your Working With Children check number

### Working With Children check

As outlined above, we record your Working With Children check number when you join. If you do not hold a current Working With Children check when you apply to join the club, you can use the club’s name and registered address as your volunteer organisation when you apply for a check.

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<sup>1</sup> The Everest 4WD Club of Victoria Incorporated is not subject to the *Privacy Act 1988* because it is a not-for-profit organisation with turnover well below the \$3 million annual turnover threshold.

If you nominate the club in this way, a check clearance letter is received by the club Secretary from the Victorian Department of Justice and Community Safety.

The Working With Children check clearance letter, when received by the club, contains your date of birth and your image. We do not retain this letter or record your image or date of birth elsewhere. As outlined above, we do retain your Working With Children check number in our member database. After retaining your check number, we securely destroy this letter.

### **Sensitive Personal Information**

If we collect your sensitive personal information, we will do so only with your consent. To assist emergency services in situations of serious and imminent threat to your life or health, when you participate in club trips we ask you to provide a completed personal information form for yourself and your passengers. This form contains sensitive personal information including:

- Next of kin name, contact number and address
- Doctor name, contact number and address
- Medicare, private health insurance and ambulance membership numbers
- Blood type
- Medication
- Allergies

You do not have to provide us with your sensitive personal information. However, if you choose not to provide us with your sensitive personal information, we may not be able to provide the same level of assistance if there are serious and imminent threats to your life or health.

### **Images of members**

As a social club, photographs and videos of members will be taken in certain circumstances, for example on club trips and at club events.

Unless we have your consent, we will not use images that readily identify you in public spheres. Examples of public spheres that we may request your consent to share your image in include our website, physical advertising material or public social media.

By being a member of the club and participating in club events, we assume your implied consent for your image to be shared within private club environments, including the club's private Facebook group.

### **Images of children**

We will not publish images of children in any location, public or private, without the express consent of the child's parent or guardian. If we request consent to publish a child's image, that consent will be confined to the specific publication location and time that is agreed.

## How do we collect your personal information?

We collect personal information directly from you when you interact with us online including submitting an electronic application to join the club or register for a trip. We also collect information directly from you when you interact with us over the telephone or via our website, or in person including during club events, meetings and trips.

With your consent, we collect the Personal Information Form from you when you attend club trips. We ask you to provide the form in a sealed envelope and we return it to you at the end of the trip.

## Collecting personal information from third parties

To periodically verify that your Working With Children check is valid, we collect information from the Victorian Department of Justice and Community Safety. We do this by entering your surname and Working With Children check number into the department's Status Checker<sup>2</sup>. By doing this we are informed by the department whether or not your check is valid.

## How do we use your personal information?

We use your personal information for a variety of purposes that help us provide you a full and tailored experience as a member of the club. Examples of how we use your personal information include:

- To help trip leaders provide a safe environment on trips ensuring that activities suit the skill and experience of participating members
- to ensure a safe environment for children attending club trips
- to facilitate social interaction between club members
- to satisfy the requirements of the club's liability insurance
- To promote the club to new members by using your first name and including your image in club marketing activities.
- to satisfy the requirements of our affiliation with parent bodies; and
- to assist us to identify and inform you of activities conducted by the club that may be of interest, such as trips, training opportunities, products and services that may be provided by third parties

In the specific case of your sensitive personal information, we will provide your personal information form to emergency services in situations where there is an imminent threat to your life or your health or the life or health of your passengers. We will not open the sealed envelope and we will not use your sensitive personal information for any other purposes. We

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<sup>2</sup> The Status Checker is located here:

[https://www.workingwithchildren.vic.gov.au/about-the-check/resources/status-checker#\\_ga=2.153046064.80486486.1675298898-21123585.1675298898](https://www.workingwithchildren.vic.gov.au/about-the-check/resources/status-checker#_ga=2.153046064.80486486.1675298898-21123585.1675298898)

will return personal information forms to individuals at the end of each trip and will not retain sensitive personal information.

We will not use images of children without express consent from the child's parent or guardian. If we request consent to publish a child's image, that consent will be confined to the specific publication location and time that is agreed. For example, when we prepare a post in the club's private Facebook group to celebrate a recent club trip or event, we will ask you for consent before including your child's image in that post. We will take reasonable measures to ensure that all club members also follow this practice.

## **Disclosure of personal information to third parties**

We may disclose your personal information to third parties in accordance with this Policy in circumstances where you would reasonably expect us to disclose your information. For example, we may disclose your personal information to Four-Wheel Drive Victoria as part of our affiliation with them as the peak body for four-wheel driving in Victoria, or to Consumer Affairs Victoria in accordance with any obligations we have as an Incorporated Association. As outlined elsewhere in this policy, we will disclose your sensitive personal information to emergency services where there is an imminent threat to your life or your health.

We will not sell, rent or trade your personal information to third parties.

## **How do we protect your personal information?**

We will take reasonable steps to ensure that the personal information that we hold about you is kept confidential and secure, including by taking measures to restrict access to only personnel who need that personal information to effectively provide services to you.

## **Retention of personal information**

We will not keep your personal information for longer than we need to. In most cases, this means that we will only retain your personal information for the duration of your relationship with us unless we are required to retain your personal information to comply with applicable laws, for example record-keeping obligations.

## **How to access and correct your personal information**

We will endeavour to keep your personal information accurate, complete and up to date.

If you wish to access the personal information we hold about you, or correct that information, you should make a request by contacting our Membership Officer

[memberships@everest4wdclubvic.com.au](mailto:memberships@everest4wdclubvic.com.au). We will usually respond to requests within 14 days.

## **Inquiries and complaints**

If you would like more information about our approach to privacy, or would like to make a complaint about our privacy practices, please contact us by emailing the Secretary [secretary@everest4wdclubvic.com.au](mailto:secretary@everest4wdclubvic.com.au).