



Privacy Policy

INTRODUCTION

Your privacy is important to Melbourne University and Alumni Bushwalkers Inc. (hereinafter referred to as MUAB) and it is committed to protecting your personal and health information.

In addition, in some situations, the *Privacy and Data Protection Act 2014* (Vic), including the Victorian Information Privacy Principles, and the *Health Records Act 2001* (Vic), including the Health Privacy Principles, (“Privacy Laws”) regulate the way in which MUAB handles personal and health information. At the time of writing, the Commonwealth Privacy Act 1988 does not apply to MUAB.

This policy provides information about how MUAB may collect, hold, use and disclose your personal and health information and comply, when required, with the requirements of the Privacy Laws.

When used in this policy, “we”, “our” and “us” refer to MUAB.

What Personal Information do we collect?

We collect personal information to carry out the functions of MUAB properly and efficiently, to provide you with information and services and to facilitate your membership with us.

The personal information collected and held about you will vary depending on the circumstances of collection. It may include:

1. Your name, home address, mailing address, telephone numbers, and email address
2. Primarily in connection with your participation in residential activities, such as Weeks of Walks:
 - Information about your emergency contact person in case of an emergency
 - Information about your health history and relevant health conditions
3. Information about your dealings with MUAB and use of your membership
4. Details of programs/activities/walks in which you have participated
5. Details of any accidents or reportable incidents that occur while participating in an MUAB activity
6. Details of your membership of other bushwalking clubs
7. Records of Working with Children Checks if you volunteer in our activities or programs
8. Other information provided voluntarily by you, for example First Aid qualifications, or in response to surveys or competitions

This information may be used to:

1. Maintain a current Membership list containing your name, address, contact numbers and email. The list is available to the Committee.
2. Maintain a mailing list for communication purposes to our members
3. Provide confirmation of membership and facts of an incident in the event of an insurance claim
4. Maintain details of programs including training, activities and/or walks in which you have participated.
5. Maintain a list of participants (members and visitors) at a walk or activity, including risk waiver.
6. Maintain a list of current Working with Children Checks if you volunteer in our activities or programs.

If you do not wish to have your personal information shared for the purposes outlined above, this may affect our ability to communicate with you or provide a requested service. If you do not wish for us to collect certain information about you, you need to advise us at or before the point of collection, and we will discuss with you any consequences this may have on our ability to carry out our functions in relation to you.

We take all reasonable steps to ensure the personal information we collect and use is accurate, complete and up to date. If you find that the personal information is incorrect, incomplete or out of date, please inform the Secretary.

Health Information

1. The Club does not maintain a database of health information of members.
2. Members are asked to carry with them any relevant health information on a form found in the document 'Emergency Contact and Medical Information' (available on the website or from the Club Secretary), placed in a waterproof container.
3. At residential activities, such as the annual Week of Walks, all members participating will hand over a sealed self-addressed envelope with their Health and Emergency contact information to the Week of Walks Coordinator. This will be returned to the member or destroyed at the conclusion of the activity.

How do we collect your personal information?

We may collect personal information about you:

1. Directly from you, for example when you provide information to us by phone, email, in an application form, risk waiver form, when you submit information through or access our website
2. Where the personal information is in relation to a child, from the parent or other responsible person associated with that child.
3. From publicly available sources
4. Where a collection is required or authorised by law.

Electronic Communication and Photographs

1. To enable communication between members, the Secretary provides an abridged membership list with names, residential suburb, contact numbers, mailing address and email address. If you have not expressly consented to share, your contact details will not be included.
2. The use of the BCC (blind carbon copy) email address format will be used in electronic communications to members.
3. The Club publishes photographs of members attending Club activities in the website and on Facebook.

4. Some photographs are added to the Club website or Facebook to illustrate and promote Club activities.
5. No identifiable photograph of any member will be used in any format, other than as part of a large group, if that member has requested their image not be used.

When do we use or disclose your personal Information?

Your personal information may be used and disclosed by MUAB in accordance with this Policy, the Privacy Laws (when applicable), for the purposes outlined above or in any of the following circumstances:

1. to run, administer and market programs, activities and events relating to bushwalking
2. to request an ambulance or to otherwise seek urgent medical assistance as required in an emergency
3. to keep you informed of news and information (such as information relating to events and programs) relating to bushwalking and members' activities
4. to our insurers for the purposes of settling or commencing a claim;
5. with your express consent;
6. when required or authorised by law;
7. to an enforcement body or emergency service provider when reasonably necessary
8. to lessen or prevent a threat to an individual or public health or safety.

We do not sell or trade your personal information with third parties unless we have your permission to do so or are required to do so by law. We will only disclose personal information to third parties where such disclosure is necessary to perform our obligations to you, in which case the third party may only use your personal information for the necessary purpose of fulfilling our obligations to you.

HOW CAN YOU ACCESS PERSONAL INFORMATION WE HOLD ABOUT YOU?

You have the right to access your personal information and to determine what personal information we hold about you. Any request will be made in writing to secretary@muab.org.au. We will respond within 30 days.

Information Storage and Protection

Information is stored on paper and electronically. Records may be combined or linked with other information stored about you.

We do not retain personal information longer than necessary for the purposes outlined above and for compliance with legal requirements, unless otherwise agreed by you. At the end of the retention period we will take reasonable steps to destroy or de-identify your personal information.

Security of your Personal Information is important to us. Measures have been taken to protect information from misuse, loss, unauthorised access, modification or disclosure. Some of the measures taken include standard confidentiality undertakings from Committee members, walk leaders and event organisers, and standard security measures for system access and security measures for our website.

Contacting Us

If you have any complaints, concerns or questions please contact the Secretary, at secretary@muab.org.au. Communication will be confidential.

Privacy Complaints

The Club will deal with any complaints about privacy issues in line with the grievance procedures detailed in the Club Rules.

RELEVANT LEGISLATION

1. Privacy Data and Protection Act 2014 (Vic.)
2. Health Records Act 2001 (Vic.)
3. Privacy Act 1988