



# Probis Club of Breakfast Point

## Privacy Policy

The Probis Club of Breakfast Point is exempt from the requirements of the Australian Privacy Act 1988, as the Club does not meet the Act's turnover currently three million dollars (\$3,000,000).

The Club shall comply with the Australian Privacy Principles and shall not disclose any information, in accordance with the provision of the Act, and then only with the individuals consent or for health and safety and law enforcement purposes.

### Members

A condition of membership is that each member consents to personal information in the form of his/her name, residential address, telephone and mobile number, email address, and the office held in the club (where necessary) being included in a membership list. Members are asked to provide spouse/partner name (where applicable) and emergency contact details.

Member application Form endorsement: *Information given in the application is kept private and confidential and may only be used within the confines of Probis and shall not be used for any other purpose.*

### Club Internal Directory

An approved Members' Listing for internal distribution, shall contain each member's name, preferred phone number, email address and spouse/partner name (where applicable). Members may request withdrawal of their personal details prior to the Listing being circulated by contacting the Membership Officer.

The Directory includes this endorsement: This Listing, and the details it contains, is for the exclusive use of Probis Club of Breakfast Point Members. No information contained in this listing may be passed to any outside person or agency.

### Club Newsletter, Website and Email

The Club newsletter and website will not publish member's personal details without their consent and will include this endorsement – *"Private and Confidential for Probis' use only and not to be used for any other purpose"*.

Newsletters will be distributed by blind copy (BCC) email or as a hard copy and will not be placed on the Club's website. Blind copy protocol should be followed when group emails are sent to members. Members who do not wish to have their photos included in the newsletter should step out of photographs taken at Probis activities and events.