



PRIVACY

Clubs are subject to the requirements of the *Privacy Act 1988* in Australia and the *Privacy Act 1993* in New Zealand. Clubs could be in a vulnerable situation should this Act be invoked by an aggrieved party. Clubs are encouraged to establish a Privacy Policy.

It is desirable for each club to apply protective measures, for example:
“The information collected in relation to members shall be held in accordance with the information privacy principles contained in the Privacy Act. The club shall ensure that it complies with such information privacy principles and shall not disclose any such information, except in accordance with the provisions of the Privacy Act.”

Members

It is a condition of membership of this club that each member consents pursuant to the Privacy Act to personal information in the form of his/her name, residential address, telephone and mobile number, email address and office held in club (where necessary) being included in a membership list.

Club Internal Directory

Clubs that publish and distribute a Directory of Members within the club should ensure prior to publication that all members have given approval for inclusion. Members retain the right to request withdrawal of their personal details from this publication prior to printing and circulating to members.

Notice should be included in the Directory: ‘This Directory of Members is for the exclusive use of members of the Probus Club of and should not be made available to persons who are not members.’

Club Bulletin/Newsletter

Clubs should include an endorsement in the club bulletin/newsletter stating – ‘Private and Confidential for Probus use only and is not to be used for any other purpose’.



Welfare

Medical condition details should not be made available to any person or body without prior approval of the member concerned.

Medical Cards are not the responsibility of the club or Tour Leader; they must remain the responsibility of individuals to keep current and to hold personally. Our insurers will not defend a claim of negligence against a club or member for not providing a medical card belonging to a member or guest in the case of an emergency.

New Members

Clubs should consider including the following statement in their Membership Application Form, above the signature panel of the applicant.

I agree to accept the Concept of Probus and to take an active role in both attendance and participation of this club. I understand that the information provided in this application forms part of the requirements of membership. I acknowledge that at some time during my membership, I may be called upon to take an active role on the Committee of Management.

Privacy Statement: Information given in this application form is kept private and confidential and may only be used within the confines of Probus and shall not be used for any other purpose.

I consent to my name, address, telephone number & email address being included in a 'Directory of Members' to be distributed only to members of the Probus Club of and not distributed or sold to outside agencies. I accept that the information may be used by Probus South Pacific Limited in line with PSPL Privacy Policy 2011.

(See sample Membership Application Form)