

**PORT MACQUARIE COMBINED PROBUS CLUB INC.**  
**Fun, Fellowship and Friendship**

**PRIVACY POLICY**

**1. Purpose**

1.1 This Privacy Policy outlines the manner in which Port Macquarie Combined Probus Club Inc. ("the Club") collects, uses, stores, and discloses personal information in accordance with the provisions of the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

1.2 The Club is committed to protecting the privacy of its members and ensuring that personal information is handled responsibly and securely.

**2. Collection and Use of Personal Information**

2.1 As a condition of membership, each Member is required to complete a Membership Application Form and provide consent for the Club to collect and retain the following personal information:

- Full name
- Date of birth (year optional)
- Residential address
- Telephone and/or mobile number
- Email address
- Emergency contact details

2.2 Personal information collected is used for the purpose of Club administration, emergency contact, and communication with Members in accordance with this Policy.

**3. Access to and Management of Member Information**

**3.1 Register of Members**

(a) The full Register of Members shall be securely maintained by the Membership Officer in compliance with the Club's legal obligations.

(b) Access to the complete Register shall be restricted to the Management Committee.

(c) Partial details—limited to name, mobile number, emergency contact, and email address—may be provided to the Social Committee solely for the purpose of organising Club Activities

(d) The following disclaimer shall be clearly included on the Register of Members:

"This Register of Members is for the use of members of the Port Macquarie Combined Probus Club. It should not be made available to persons who are not members of the club."

### **3.2 Member Privacy Options**

(a) Members may request that their personal information be withheld from the Register of Members.

(b) All such requests must be made in writing to the Membership Officer and will be honoured in accordance with the Privacy Act.

### **4. Internal Club Photo Directory**

4.1 The Club may compile and distribute an internal Photo Directory containing Members' names, photographs, email address and mobile phone numbers.

#### **4.2 Opt-Out Rights**

(a) Participation in the Photo Directory is voluntary.

(b) Members may request non-inclusion in the Photo Directory at any time by notifying the Membership Officer in writing.

4.3 The following disclaimer shall be clearly included on the Photo Directory:

"This Photo Directory is for the exclusive use of Members of the Port Macquarie Combined Probus Club Inc. It is not to be distributed to or accessed by any person who is not a Member of the Club."

### **5. Club Newsletter**

5.1 The Club Newsletter shall not be published on the internet or on any publicly accessible platform.

5.2 The following privacy statement shall be printed on each edition of the Newsletter:

"Private and Confidential – For PROBUS use only. Not to be used for any other purpose."

### **6. Welfare and Medical Information**

6.1 The Club will not collect or retain any Member's medical information, unless specific, time-limited, and written consent is provided by the Member for a specific purpose.

6.2 The welfare or medical condition of a Member shall not be disclosed to any person or entity without the express prior consent of the Member concerned.

### **7. Communications and Use of Member Information**

7.1 The Club will communicate with Members primarily via electronic means, including email.

7.2 Where group emails are sent to multiple recipients, the Club shall utilise the "bcc" (blind carbon copy) function where appropriate, to protect the privacy of individual email addresses.

### **8. Storage and Security of Personal Information**

8.1 Personal information collected by the Club shall be stored securely and protected from unauthorised access, misuse, loss, or disclosure.

8.2 Only those Members authorised under this Policy shall have access to personal data, and such access shall be strictly for Club-related purposes.

## 9. Access and Correction

9.1 Members may request access to their personal information held by the Club and may request correction of any inaccuracies.

9.2 All such requests must be submitted in writing to the Secretary or Membership Officer, and the Club will take reasonable steps to respond within a reasonable timeframe.

## 10. Policy Review and Adoption

10.1 This Policy may be reviewed and amended from time to time by resolution of the Management Committee or by Special Resolution of the Members at a General Meeting.

10.2 This Privacy Policy was adopted by Special Resolution of the Members of Port Macquarie Combined Probus Club Inc. at the General Meeting held on:

**Date:** 10<sup>th</sup> December 2025

**Signed (President):**



Myrna Bristowe

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