

PRIVACY POLICY OF THE CATHOLIC WALKING CLUB OF VICTORIA INC

May 2025

INTRODUCTION / PURPOSE

This is the Privacy Policy of the Catholic Walking Club of Victoria Inc. (CWCV) and applies to all members* of the CWCV and all those involved with activities* conducted by CWCV.

The Privacy Policy applies to all information collected, held and used by CWCV. This policy refers to all forms of collection and storage of personal information* by verbal, written and electronic means. This includes those items commonly referred to as 'social media'.

1. This Privacy Policy details the information collected, why it is collected and how it is used.
2. The activities and functions of CWCV necessitate the holding of personal information about members, emergency contact persons*, and others who are involved with CWCV.
3. CWCV acknowledges that individuals have a right to access information about themselves held by CWCV.
4. CWCV regards its obligations under the Privacy Act as extremely important and its actions are directed to complying with the Act.

WHAT INFORMATION DOES CWCV COLLECT?

5. The information collected may comprise: a person's name, address, date of birth, gender and contact details. This list is not exhaustive.
6. CWCV files may include general correspondence to, and from, the members and organisations, and material that is in the public domain, and any personal details given voluntarily to CWCV.
7. It includes details of activities a person has participated in.
8. Identifiable photographs of participants in CWCV activities may be published on the Club website, in the Club Newsletter or on social media. If a member does not want their photograph published on any/all of these media, they may opt out by notifying the walk leader, or event organisers, prior to, or at the beginning of the activity.

WHY DOES CWCV HOLD, USE AND DISCLOSE PERSONAL INFORMATION?

9. Information collected is necessary for the activities and functions of CWCV including, but not limited to, effective communication with the members and, if necessary, their nominated emergency contact person.
10. The purpose of obtaining and storing this information is to respond to the needs and requirements of members, to meet the legal requirements of CWCV as an incorporated, not-for-profit organisation, and for the collation of statistical information helpful to the running of the club.

HOW DOES CWCV COLLECT, HOLD AND DISCLOSE PERSONAL INFORMATION?

11. Personal information collected may be accessible to the Committee of CWCV, and to such personnel as is relevant, and on the basis that it will remain confidential.
12. By providing their personal information to CWCV, members consent to its collection, use and disclosure as outlined in this policy. Personal information is collected via various means, including forms (both paper and electronic), such as the acknowledgement of risk form, membership application form, and the emergency contact and medical information form. When information on paper forms is transferred to the database, the paper forms are securely destroyed. Information can also be collected verbally with consent, and via email.
13. A membership list of names and contact details is on the website in a secure "Members Only" portal. Members can choose what contact information is available here.
14. Data transmission via the internet cannot be guaranteed to be secure. However, CWCV will take all possible measures to protect personal information transmitted in this way.
15. All reasonable steps will be taken to ensure that information received will be accurate, complete and up to date. Such information will be stored in a secure environment, such as a locked filing cabinet if hard copy, and accessed only by authorised persons.
16. Personal information will not be released to third parties, including overseas parties, unless:
 - a: the individual concerned has consented to the disclosure of the information.
 - b: CWCV is required or authorised by law to do so.
 - c: An emergency situation requires that it be disclosed.

HOW IS PERSONAL INFORMATION KEPT UP-TO-DATE AND SECURE?

17. This Privacy Policy is premised on ensuring the information held by CWCV is accurate, complete, up-to-date and protected from misuse, loss, unauthorised access, modification or disclosure.
18. If any of the information provided has changed or is considered incorrect, the person concerned should contact the Secretary of CWCV via email:
info@catholicwalkingclubvic.org.au

Or mail: P O Box 476, ELTHAM, 3095.

19. All personal information obtained by CWCV will be treated as confidential with defined limited access and security measures taken including physical security of storage units, computer and network security and communications security.
20. In the event of a data breach that may result in serious harm, CWCV will notify the individual member and, if necessary, inform the Office of Australian Information Commission (OAIC).

WHAT ARE YOUR RIGHTS?

21. A member has the right to request to access their information held by CWCV, and to request amendments and/or deletions.
A member can contact the Secretary of CWCV via email: info@catholicwalkingclubvic.org.au or mail: PO Box 476, ELTHAM, 3095 if they wish to make such a request.
22. A member who does not wish their personal information to be used for any of the above purposes, may contact the Secretary via the options listed at #21.
23. A member can opt out of receiving communications from the CWCV via the options listed at #21.
24. A member wishing to ask a question, or make a complaint, can do so by contacting the Secretary via the options listed at #21.

HOW LONG IS PERSONAL INFORMATION HELD BY CWCV?

25. Personal information will be retained for an appropriate period as determined by the Committee of CWCV, and as required under legal obligations for an Incorporated organisation and thereafter will be destroyed by a secure means.

CHANGES TO THE PRIVACY POLICY

26. CWCV may make changes to this Privacy Policy at any time. Any such changes will be made known to others as applicable. An up-to-date version is available on the CWCV website: <https://www.catholicwalkingclubvic.org.au/WP/wordpress/>

*DEFINITION OF TERMS

Members refers to all current and past members including temporary members, i.e., visitors.

Activities refers to all activities conducted by CWCV including, but not limited to outdoor activities, social events, meetings (including online), social media and web-based activities.

Emergency Contact persons refers to those persons nominated by members as their preferred contact in case of an emergency involving the member.

Personal Information includes, but is not limited to, name, address, email address, phone number, date of birth, incident reports. This information can be in either oral, written or electronic formats.