

Ku-ring-gai Horticultural Society – Privacy Policy

Introduction

As an incorporated body the Ku-ring-gai Horticultural Society (the Society) is bound by the *Australian Privacy Act 1988* and its amendments.

The Society respects and protects the privacy of its members.

This Privacy Policy outlines how we collect and use information.

The term “personal information” in this policy means any information from which your identity is apparent or can be reasonably ascertained.

By providing your personal information to the Society you consent to its use, storage and disclosure in accordance with this Privacy Policy.

What information do we collect about you?

The personal information we collect about each member will vary depending on the circumstances of collection. It may include, but is not limited to, contact details (name, home address, telephone numbers – home and mobile, email address) payment information, show bench point scores, photographic depictions of members with or without their knowledge at club meetings, events or on trips, dietary requirements or preferences and special needs or preferences when travelling with the Society.

How is this information used by KHS?

The personal information collected by the Society is used by the elected Committee members solely for the purposes of the day to day running of the Society.

This may include, but is not limited to, contacting club members, establishing circulation lists for the Society newsletter – Hortulanus, preparing content for Hortulanus or the Society’s website, compiling information to be submitted to the Garden Clubs of Australia publication “Our Gardens”, compiling mailing lists for subscribers to the Garden Clubs of Australia publication “Our Gardens” and compiling details for club trips and events.

In some circumstances the Society may be required to disclose your personal information to third parties. This may include, but is not limited to, providers of travel and accommodation services and the Garden Clubs of Australia.

How is the information we collect stored?

Annually, following membership renewal each July a master list of members contact details is compiled by the Secretary of the Society. This list is circulated electronically to all Committee members. New members’ details are added to this list as they become available and circulated to Committee members through the agenda and minutes of the regular Committee meetings.

These listings are stored electronically by each Committee member.

Other details collected through the year for various club related events, trips and activities are compiled by the person on the Committee responsible for that matter. These details may then be circulated electronically to the Secretary, Treasurer or other Committee members as necessary.

These details are stored electronically by those who compile the information and those to whom the details are circulated.

In some circumstances it may be necessary for personal information to be printed out by a Committee member to assist them in performing their duties.

The Society requires all Committee members to hold any personal information relating to members in strict confidence.

How does a member of the Society access, update or change the information the Society holds about them?

Any member wishing to access, update or change details of the information the Society holds about them or their membership should contact the Secretary who will respond to their request.

How will the Society resolve any issues or complaints relating to the operation of the Privacy Policy?

Any member wishing to raise an issue or make a complaint about the operation of this policy should contact the Secretary who will investigate with or without the assistance of other Committee members as required and provide a written response to the member concerned.

Reviewing and Amending this Policy

From time to time it may be necessary to review this policy to take account of changes to law, technology or the operations of the Society. The Society will advise all members when any change to this policy is necessary.