

Privacy Policy

1. INTRODUCTION

This policy describes WEA Ramblers Sydney's policies and procedures for managing the personal information that we collect and retain about our members, temporary members and enquirers¹.

WEA Ramblers Sydney is a WEA Sydney bushwalking club. Our principal activities are:

- organising walking trips in the bush and other outdoor areas, and arranging social activities for our members;
- promoting the conservation of native flora and fauna

As a club of WEA Sydney, WEA Ramblers Sydney complies with the Australian Privacy Principles [APPs] contained in the *Privacy Amendment [enhancing Privacy Protection] Act 2012* which amends the *Privacy Act 1988*. The APPs set out the obligations of an organisation in relation to its collection, storage, use and disclosure of personal information.

In summary 'personal information' is information relating to an individual which identifies, or can be used to identify, that individual.

2. What kinds of personal information does WEA Ramblers Sydney collect and retain?

In general, the type of personal information that WEA Ramblers Sydney collects, holds and uses includes names, addresses, signatures, phone numbers and e-mail addresses of WEA Ramblers Sydney members and temporary members. Phone numbers for emergency contacts are optional.

Our Policies and Procedures together with our Risk Management Guidelines further detail the nature, purposes and management of information collected.

3. How does WEA Ramblers Sydney collect, store and manage personal information?

WEA Ramblers Sydney collects personal information from enrolment and renewal forms, from enquiries, from Attendance Sheets at WEA Ramblers Sydney walks and from bookings for social events. Enrolment and renewal forms are filled out by temporary and current members in hard copy then [1] mailed or [2] scanned and e-mailed to WEA Ramblers Sydney. People make enquiries to Ramblers by e-mail or phone. Members book for social events by e-mail or phone. Members and temporary members¹ sign on at the start of a walk by completing the relevant WEA Ramblers Sydney Attendance Sheets and Acknowledgement of Risks and Obligations ['Attendance Sheets']. Signing the Attendance Sheet is compulsory in line with recommendations set by Bushwalking NSW.

Information from enrolment forms is entered onto an electronic database. Enquiries are stored on a server. Attendance Sheets are mailed to the WEA Ramblers Sydney Walks Co-ordinator at our PO BOX and are stored temporarily at their residence. Members who lead walks also provide their names and phone numbers for publication in WEA Ramblers Sydney Walks Programmes and Short Notice Walks e-mails which are sent to members.

4. How does WEA Ramblers Sydney protect personal information?

In accordance with the APP, WEA Ramblers Sydney is required to take reasonable steps to protect the security of personal information. Committee members are required to respect the confidentiality of personal information and the privacy of individuals as part of their volunteer role with WEA Ramblers Sydney. WEA Ramblers Sydney takes reasonable steps to protect personal information held from misuse and loss and from unauthorised access, modification or disclosure, for example, by use of restricted access to electronic records and limited access to physical records. Where personal information is no longer required, WEA Ramblers Sydney will take reasonable steps to destroy it. Certain designated committee members have a secure gmail account for internal communications.

¹ The Policy also applies to children who participate in walks in accordance with WEA Ramblers Sydney Policies and Procedures.

5. For what purposes does WEA Ramblers Sydney collect and use personal information?

In general we collect personal information for the primary purpose of organising walking trips in the bush and other outdoor areas, and arranging social activities for our members.

We use this information to register and communicate with our members, to record [a] their participation on a walk and [b] their acknowledgement of the risks of walking and their obligation to minimise those risks. We also

- prepare and distribute Walks Programmes and Short Notice Walks e-mails including phone and/or e-mail contact details of walks leaders
- prepare summary statistics of walks and participant numbers

In addition we use this information to comply with our legal obligations, to manage risk and improve our activities.

WEA Ramblers Sydney does not distribute third party promotional or marketing material to members.

6. How might WEA Ramblers Sydney disclose personal information and to whom?

WEA Ramblers Sydney will not disclose personal information unless authorised by the person or required by law.

WEA Ramblers Sydney will not disclose personal information about members or temporary members for the purpose of direct marketing.

7. How can an individual access the personal information held by WEA Ramblers Sydney about that individual, and seek to correct that information?

Members and temporary members have the right to gain access to their personal information subject to the exceptions set out in the *Privacy Amendment [Enhancing Privacy Protection] Act 2012*. We will ask members to verify their identity.

WEA Ramblers Sydney will endeavour to ensure that the personal information it holds is accurate, complete and up-to-date. We encourage members to update personal information at the WEA Ramblers Sydney address below.

8. How can an individual complain if they feel that WEA Ramblers Sydney has breached any of the Australian Privacy Principles?

Complaints should first be directed to WEA Ramblers Sydney. If unanswered or unresolved, the complaint should be referred to WEA Sydney. If still unanswered or unresolved, the complaint should be referred to the Office of the Australian Information Commissioner. Addresses for these three organisations are below.

WEA Ramblers Sydney:
P.O. Box Q1687
Queen Victoria Building NSW 1230
E-mail: wearamblerssydney3@gmail.com

WEA Sydney:
72 Bathurst Street
SYDNEY NSW 2000
Tel: 9264 2781
E-mail: info@weasydney.nsw.edu.au

Office of the Australian Information Commissioner:
GPO Box 5218, Sydney NSW 2001
Tel: 1300 363 992
E-mail: enquiries@oaic.gov.au