



# Membership Form

First Name .....

Last Name .....

E-mail .....

Phone .....

Mobile Phone .....

Address .....

.....

.....

.....

Gender M / F

DOB ..... / ..... / .....

Language spoken at Home .....

**Medical Information:**

Allergies .....

Illness/Disability that may impact upon participation:

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Any other pertinent medical information

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**Emergency Contacts**

First Name .....

Last Name .....

Phone .....

Mobile Phone .....

Relationship .....

How did you find out about the Ashburton Community Centre (please tick):

- Boroondara Bulletin
- Brochure/Flyer from our foyer
- Our Email Newsletter
- Facebook /Instagram
- Google Search
- I am a previous/existing Member
- Progress Leader
- Referral (friend/existing member etc)
- City of Boroondara website
- Boroondara Short Course Guide

***Terms, Conditions and Signature – Refer to Page 2 (PTO)***

(Office Use Only)

Membership Payment Received: Yes  No  Payment Type: Cash / Cheque / Credit Card .....

Entered on ASAP: Date: ...../...../..... Opt-In SMS selected on ASAP: Yes  Initial .....

Entry Checked By: Initial ..... Added to: What'sApp: Yes  Office Mobile: Yes

## Privacy

Ashburton Community Centre is bound by Federal and State laws which impose specific obligations when it comes to handling information. We collect a range of personal information for the purposes of administering and managing the programs and activities the Centre provides and for planning and statistical purposes. We are committed to protecting the privacy of personal information we collect, hold and administer. Information will be stored securely, protecting it from unauthorized access.

Information collected such as names, addresses and phone numbers is primarily collected when you enrol for an activity or class or to become a member. on our membership form. Any information outside this scope will not be collected without permission. Information collected may be made available to ACC staff, tutors and connect group coordinators.

## Membership register

- Under our Constitution the Association Incorporation Reform Act 2012 requires us to maintain a membership register in which shall be entered the name and address of each Member and the date on which he or she became a member and the date the membership finished.
- The Register of Members shall be available for inspection by Members upon request. Only the name of the member will be shown to any other Member
- The members can write to the Secretary of the Committee of Management to ask that the Secretary restrict access to their details on the members register if they have special circumstances

Your name and address details will not be used for any external purposes nor address details be passed onto anyone else without your permission. From time to time we may contact you regarding our program and activities. This may be by email or post. Please notify us if you do not wish us to contact you in this way.

## Communications

We provide information to members in a number of ways including centre wall displays, regular e-mails and specific e-mails, WhatsApp group posts, social media posts, follow-up phone calls and front office contact

Our primary method to contact members is via e-mails. If you do not receive e-mails, please ensure you take responsibility for receiving relevant course information through another avenue. Members at any time can request to be taken off our e-mail mailing address list although we do not recommend this.

## Photo Consent

Whilst in our Centre your photograph may be taken. Photos may be used for our Centre's promotional purposes. If you do not want your image used, please notify staff.

## SMS/Text Messaging

The Ashburton Community Centre uses SMS/Text Messaging as a communication tool for class changes and the occasional marketing message. As a member of the Centre **and** if you provide your mobile details you will be automatically included in any SMS/Text communications. You can then **elect** to remove yourself.

## WhatsApp

We use WhatsApp as a communication tool for classes and groups to communicate amongst themselves, the tutors and the Centre. If you use WhatsApp on your mobile device, you will **automatically** be added to any relevant Ashburton Community Centre WhatsApp groups. You can then **elect** to remove yourself.

For WhatsApp use, there are a range of etiquette guidelines which apply and if not followed may result in removal from the group. These rules will be posted on the What's App Group.

## Emergency Circumstance

It is the policy of Ashburton Community Centre that should medical attention be required in an emergency an ambulance may be called. Any fees incurred will be the responsibility of the person requiring medical assistance.

I have read and understood the above waivers and statements.

Signed .....

Name .....

Date ..... / ..... / .....