



PRIVACY POLICY

INTRODUCTION

The Committee of Management of Ashburton Community Centre is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

To ensure that Ashburton Community Centre protects the privacy of information collected on its staff, members and volunteers and satisfies all legal and ethical obligations regarding the protection of private and confidential information.

POLICY

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.

Information collected such as names, addresses and phone numbers is primarily collected on our membership form. Any information outside this scope will not be collected without permission.

Names and addresses (email or postal) are entered on our membership database as part of our Constitutional requirements. The Incorporations Act 2012 requires us to have the membership register available for viewing. This will be available in hard copy and locked in the Membership Information cupboard in the Office. This will be handled with discretion and sensitivity.

We may from time to time contact members via email or post to inform them of our Centre activities. Members at any time can request to be taken off our mailing address list.

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.

We recognize the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. We ensure members and individuals have access to information held about them and to correct it if it's inaccurate, incomplete, misleading or out of date.