

BCG Privacy Policy (1 October 2018)

Brisbane Camera Group Inc. (BCG) collects personal information through membership applications submitted via our website at www.brisbanecameragroup.org.au. Membership Applications are stored electronically on a secure server with access granted to some Management Committee members only. These members are BCG Officers (President, Secretary, and Treasurer) and the Webmaster.

BCG has a license to use the server and camera/photography club software developed and provided by Visual Pursuits. This server is located in the United States of America. The Visual Pursuits Privacy Statement can be accessed [here](#).

Backup copies of the membership files are stored in a secure folder on Dropbox with access granted to BCG Officers and the Webmaster only. The Dropbox privacy policy can be accessed [here](#).

Members' names and email addresses are also stored securely on MailChimp.com to enable the publication and distribution of Short Notes – a newsletter that provides information and updates on club activities to members. Access to this information has been granted to the Secretary and Webmaster only. The MailChimp privacy policy can be accessed [here](#).

Personal information for members of the Management Committee only is made available to Google G Suite (for email and aliases) to enable communication between committee members and for official communication with external parties. The Google G Suite privacy policy can be found [here](#).

The BCG Constitution states the management committee must keep a register of members. The register must include the following particulars for each member—

- (a) the full name of the member;
- (b) the postal or residential address of the member;
- (c) the date of admission as a member;
- (d) the date of death or time of resignation of the member;
- (e) details about the termination or reinstatement of membership;
- (f) any other particulars the management committee or the members at a general meeting decide.

Personal information including email addresses are not made available to anyone else and are never sold to outside parties. Personal information is only used to communicate club activities and news with members. The only time BCG will provide others with members' personal details is when we are legally obliged to do so.

Where a member lets their membership lapse, BCG retains their personal information along with the points they have scored in the club competitions. Many times members return sometime later and can continue on where they left off without forfeiting any of their points accumulated. Should the lapsed member require BCG to remove their details, they should

advise the Secretary in writing. BCG will comply with their request and they will also forfeit any points accumulated.

Where a member no longer wants to receive Short Notes, they can click on the “unsubscribe” link at the bottom of the newsletter and this will result in their email address being removed from the list. However, it is recommended they don’t do this as Short Notes is the primary method of communication to members.

Members can view the details BCG has on file about them through logging into the website and checking their profile. This can be done at any time. If any information is incorrect, members can update their details.

Members of the Management Committee are periodically reminded of their obligations to respect the privacy of members. While BCG is not obliged to comply with the requirements of federal and state legislation regarding privacy, we believe it is good governance to do so.

Any member can lodge a complaint in writing addressed to the Secretary about how their personal details have been handled. BCG warrants that the complaint will be investigated promptly and fairly by the President.

Last Updated: 26/09/2018

Approved: 1/10/2018