

## Privacy Policy - Dalmeny Narooma Bushwalkers Inc.

### Data Protection Policy

#### 1. Your personal data - what is it?

'Personal data' means information about a living individual who can be identified from that data.

#### 2. Who are we?

The committee are volunteers who operate the **Dalmeny Narooma Bushwalkers Inc.**, which is affiliated with **Bushwalking NSW** [www.bushwalkingnsw.org.au](http://www.bushwalkingnsw.org.au)

#### 3. How do we process your personal data?

No data is stored in a database or in any cloud or in any archive storage space. One file is kept on one personal computer. *Dalmeny Narooma Bushwalkers Inc.* complies with its obligations by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate measures are in place to protect personal data.

We only hold personal data for which we have a genuine need for, and only with your agreement. With your help, we try to ensure that the data is up to date and accurate.

#### 4. What personal data do we hold, and why?

We only hold data that members or community organisations have provided to us.

Data that we hold:

- Email addresses of those who receive our update emails
- Names and addresses and phone numbers of all financial and social members.
- Additional information may be held of committee members.

We take your privacy seriously and will use your personal data only to send you information that you have asked to receive and, in the case of our financial members, to send receipts and programs.

#### 5. What is the legal basis for processing your personal data?

We hold and process personal data only with your explicit consent.

#### 6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used for the purposes listed above. We will not share your data with third parties under any circumstances.

#### 7. How long do we keep your personal data?

We will keep personal data listed above for the required time as specified by the NSW Government for our Incorporated Association or as required by the Commonwealth of Australia.

#### 8. Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain it;
- The right to withdraw your consent to the processing at any time;
- The right to request that the Membership Officer provide you with all the personal data which we hold about you;
- The right to lodge a complaint.

#### 9. Contact Details

Any questions or complaints should, in the first instance, be addressed to:

President / Secretary email: [info@dalmenynaroomabushwalkers.org.au](mailto:info@dalmenynaroomabushwalkers.org.au)

## Internet Privacy Policy

This website is maintained by the *Dalmeny Narooma Bushwalkers Inc.* and this **Privacy Policy** applies to all the publicly accessible pages located at [www.dalmenynaroomabushwalkers.org.au](http://www.dalmenynaroomabushwalkers.org.au).

The privacy of our website visitors is of utmost importance to us. The purpose of this statement is to let you know what information is collected when you visit the *Dalmeny Narooma Bushwalkers Inc.* website and how this information is used.

The *Dalmeny Narooma Bushwalkers Inc.* does not have any responsibility for the privacy policies or practices of third-party sites linked to our site.

If you have any questions about our website, or the application of this privacy statement or a request for access to information held please contact us.

### 1. *What information do we collect?*

When you look at the pages on our website, our computers automatically record information that identifies, for each page accessed:

- the IP (internet protocol) address of the machine which has accessed it
- the date and time of your visit to the website
- the pages accessed and documents downloaded
- the type of browser and operating system you have used.

Cookies used by the Dalmeny Narooma Bushwalkers Inc. website do not collect personal information.

### 2. *How do we use the information collected?*

The *Dalmeny Narooma Bushwalkers Inc.* may use aggregated information collected from our systems to improve our services, including monitoring to prevent security breaches and for research and development to the extent that the information does not identify individual users.

Personal information you provide to the *Dalmeny Narooma Bushwalkers* will only be used for the purpose for which it was provided or as otherwise permitted by privacy legislation.

For example, if you choose to provide your name and email address when contacting us on a webpage for the purpose of receiving a response from the *Dalmeny Narooma Bushwalkers Inc.*, the information will only be used for that purpose.

### 3. *Unauthorised and unlawful use of the website*

The *Dalmeny Narooma Bushwalkers Inc.* will collect more extensive information if it identifies unauthorised attempts to interfere with or compromise the security of the website or where it suspects there has been a breach of the laws of New South Wales or the Commonwealth of Australia.

The *Dalmeny Narooma Bushwalkers Inc.* reserves the right to make disclosures to relevant authorities where the use of its website raises a suspicion that an offence is being or has been committed.