

PRIVACY POLICY

1. INTRODUCTION

The Committee for Geelong (the Company) are committed to protecting and respecting the privacy of its members, staff and participants by handling all personal information securely and with care in accordance with Australian privacy laws.

This Privacy Policy explains how the Company manages and uses personal information obtained from members, staff and participants of the Company, and key regional stakeholders.

2. PURPOSE

The purpose of this document is to provide a framework for the Company in dealing with privacy considerations. In this Privacy Policy, personal information refers to information about an individual whose identity is apparent, or can be reasonably ascertained, from the information.

3. POLICY

a. What type of information do we collect?

The Company collects and administers a range of personal information to help in our commitment to developing Geelong's social, economic, cultural and environmental quality of life. Information may be collected in the following ways when you:

- apply to be a member,
- participate in the Leadership Programs,
- attend Company functions or events, or
- otherwise contact or do business with the Company.

All personal information that we collect is provided by the member, staff, participant, or stakeholder voluntarily. All personal information that is collected is necessary for the operation of the Company. By providing personal information to us, you are consenting to the collection of the information on the Company database.

It may be optional to provide only some personal information that you are comfortable to disclose. However, if you choose to withhold some personal information we may not be able to provide the best or most appropriate response.

b. How is your information used?

The Company collects information to provide you with a specific service. For example we may use the information you provide us to:

- Process your membership application, process your membership renewal, update your details and profile information.

- Process applications for our leadership programs.
- Undertake leadership Alumni activities.
- Send you information on relevant Company services, training and events.
- Send you relevant information on behalf of Company members and stakeholders.
- Send your subscription renewal, voting papers or other information required by the Rules.
- Communicate with you on any issues relevant to your membership or transactions with the Company.

c. When can the register of members be inspected?

In accordance with the Company's rules, the register of members which includes personal information of each member may be inspected by any member of the Company. Members may make copies of entries in the register. Such an inspection of the register of members does not require the consent of the members; however, any information disclosed may not be provided to any third party or to any individual who is not a member, without the written consent of the member whose personal information is proposed to be disclosed.

d. Who does the Company disclose personal information to?

The Company will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you without your consent.

The Company may disclose your personal information kept on our database to third party organisations for the purpose of functions, events, programs and initiatives of the Company. It is, and has been, common practice for third party organisations to use personal information for these purposes. If you do not wish for your personal information to be disclosed for these purposes you may be removed from the database for these purposes only by providing the Company written instructions.

e. How will the Company keep your personal information secure?

We are committed to ensuring your personal information is secure. We will take reasonable steps to protect your personal information from misuse and loss and from unauthorised access, modification or disclosure. If personal information is collected online, it is important to note that no transmission over the internet is completely secure.

All personal information we no longer require will be destroyed or permanently de-identified, however, information will be retained for as long as the law requires.

f. Accessing and correcting your personal information

If you would like to access your personal information held by us, please contact the Chief Executive Officer (CEO) of the Company. Access to your personal information will be provided in accordance with privacy laws. Please contact the CEO of the Company if you believe your personal information we hold is inaccurate or incomplete. We can then take reasonable steps to correct this information.

g. Changes to this Privacy Policy

The Privacy Policy discloses the Company's current privacy practices. From time to time and in line with the expectations of the Company, its members and any legislative changes, this Privacy Policy will be reviewed and if appropriate, updated. The Company encourages you to review this policy periodically for any changes.

Committee for Geelong may amend and vary this policy from time to time.