



## PRIVACY POLICY

1. Morris Car Club (Victoria) Inc. realises that Morris Car Club (Victoria) Inc. member's **privacy** is very **important** and it is very **important** to the Morris Car Club (Victoria) Inc. to make sure that Morris Car Club (Victoria) Inc. members personal information is **safe** and **secure**.
2. Morris Car Club (Victoria) Inc. takes the **privacy** of Morris Car Club (Victoria) Inc. members very **seriously**.
3. Morris Car Club (Victoria) Inc. **must** at all times keep a register of all **current financial** members and **past** member of Morris Car Club (Victoria) Inc. being; Name, Address, Phone Number, Mobile Number, Email Address, Class of Membership, Joining Date and Date of Not Re-Joining as required by **law** under the **Association Incorporation Reform Act 2012**.<sup>1</sup>
4. Morris Car Club (Victoria) Inc. members Club Permit Scheme details are also **kept** on file by **law** under the **VicRoads Club Permit Agreement 2015**, these details include; Club Permit Scheme Registration Number, Expiry Date and Photographs of the Club Permit Scheme Vehicle.<sup>1</sup>
5. If a Morris Car Club (Victoria) Inc. member wants to **send** information relating to the Morris Car Club (Victoria) Inc. to another Morris Car Club (Victoria) Inc. member or to contact another Morris Car Club (Victoria) Inc. member, that Morris Car Club (Victoria) Inc. member's details are **restricted**.
6. In such cases, the Morris Car Club (Victoria) Inc. member **wanting** to send the information or contact another Morris Car Club (Victoria) Inc. member should advise the **Secretary** of Morris Car Club (Victoria) Inc. The **Secretary** must forward the information to the other Morris Car Club (Victoria) Inc. member. Then it is **up to** that Morris Car Club (Victoria) Inc. member to **decide** to contact the Morris Car Club (Victoria) Inc. member who has made the enquiry.
7. A Morris Car Club (Victoria) Inc. member **cannot** use the contact details obtained through the register to contact another Morris Car Club (Victoria) Inc. member, or **pass on** that information knowing it is likely to be used to contact them.
8. Morris Car Club (Victoria) Inc. is **NOT responsible** for any use of your personal information that a Morris Car Club (Victoria) Inc. member has **provided** to third-parties.
9. Morris Car Club (Victoria) Inc. **only** uses your information provided to allow the Morris Car Club (Victoria) Inc. to fulfil our **legal obligations** under the **Association Incorporation Reform Act 2012** and **VicRoads Club Permit Agreement 2015**. Morris Car Club (Victoria) Inc. will also **send information** regarding Morris Car Club (Victoria) Inc. **functions** and to enable the Morris Car Club (Victoria) Inc. to **post** or **email** the monthly newsletter.

10. Morris Car Club (Victoria) Inc. will **NOT** disclose your personal information to any **third-party** unless the Morris Car Club (Victoria) Inc. member has **consented** to disclosure or where we are required to do so by **law**.
11. All **secured information** on Morris Car Club (Victoria) Inc. **website** and **computer** is treated **seriously**. Where applicable Morris Car Club (Victoria) Inc. **undertakes** security steps, including use of up to date **Anti-Virus Software**, on Morris Car Club (Victoria) Inc. systems that store Morris Car Club (Victoria) Inc. member information and to protect data transmissions.<sup>2</sup>
12. However, this is not a **guarantee** that such data transmissions **cannot** be accessed, altered or deleted due to firewall or other security software **failures**.
13. Any breach of **privacy** by a Morris Car Club (Victoria) Inc. member is treated **seriously** and if found to be in **breach** of the Morris Car Club (Victoria) Inc. **Privacy Policy** the Morris Car Club (Victoria) Inc. member may be brought before the Management and Ordinary Committee to face **disciplinary action** under the ***Model Rules for an Incorporated Association***.
14. If that Morris Car Club (Victoria) Inc. member **continues** to breach the Morris Car Club (Victoria) Inc. **Privacy Policy** after facing **disciplinary action** they may face **expulsion** from Morris Car Club (Victoria) Inc.
15. This Morris Car Club (Victoria) Inc. **Privacy Policy** was admitted into Morris Car Club (Victoria) Inc. **By-Laws** on the 1<sup>st</sup> July 2014 by **resolution** at the monthly general meeting and has been entered into the minutes of that monthly general meeting.

#### NOTES

<sup>1</sup> Morris Car Club (Victoria) Inc. Membership register and Club Permit Scheme register is stored on the computer of the **Membership/CPS Officer** of Morris Car Club (Victoria) Inc.

<sup>2</sup> Morris Car Club (Victoria) Inc. computers are classed as computers used by **Management and Ordinary Committee** members of Morris Car Club (Victoria) Inc.