



**ANARE CLUB Inc.**  
**Reg. No. A0014408G (Vic.)**

## **The ANARE CLUB PRIVACY STATEMENT (Short version)**

The ANARE Club values and is committed to protecting the privacy of your personal information which you provide as a member of the Club.

As we are a body incorporated under Victorian legislation, we manage and protect your personal information in accordance with the Information Privacy Principles (IPPs) set out in the Victorian Privacy and Data Protection Act 2014 (2022) (PDP Act)

This short version of the Club Privacy Statement is provided in summary form as an overview. The Club's Detailed PRIVACY POLICY statement (9 pages) is available on our Club Website.

We may update our privacy statements from time to time. Any changes to this privacy statement will be published on our Club website.

### **1. How we Collect Your personal information.**

We may collect personal information that you choose to give us, or which may be required to access our services. This includes information collected via online forms, events and training registrations, or when subscribing to receive newsletters. In most circumstances, you will be aware of the personal information we collect from through the completion and submission of your Membership Application Form

The information you provide by completing this form of from time to time any updated which you provide to us is stored securely in the Club's Membership Date Base department's record management system or another appropriate database.

### **2. How we Use and Disclose your personal information.**

We will not use or disclose any personal information that we collect from you, unless the use or disclosure is:

- for the primary purpose the information was collected
- for a related secondary purpose, which you ought to reasonably expect in the circumstances
- required or authorised by law
- for any other purpose permitted under the Privacy and Data Protection Act 2014 (Vic)

### **3. How we Secure your Personal information.**

Under the PDP Act, we have a responsibility to protect your personal information.

We take all reasonable steps to make sure that your personal information is protected from misuse, loss, and unauthorised access, modification, or disclosure.

Access to systems, applications, and the information that we collect is limited to authorised Club members only. Any personal information that we collect and use for identifying membership information / surveys of membership statistics, is anonymised and aggregated when generating reports.

### **4. How we Provide Access and Correction of your Personal Information.**

You may request access to, or correction of, documents that contain your personal information which are held in our possession.

For information on how to make a request for access or correction, or how we handle your personal information please see our formal Privacy Policy on our Website or contact the Club Secretary at [secretary@anareclub.org.au](mailto:secretary@anareclub.org.au)

**The Secretary, ANARE CLUB, G P O Box 2534, Melbourne, Victoria 3001**  
**Adopted by the 2022-2023 National Council at its meeting on 19 August 2023.**