

## Cairns Business Women's Club PRIVACY POLICY

**Authorized by:** Board Members

**Updated January 8 2023**  
**Effective: 19.01.2023**  
**Policy Number : CBWC 04**

### 1. INTRODUCTION

The Board of the Cairns Business Women's Club is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person. Our Club respects and values the privacy and protects the personal information of others who we engage with including members, partners, sponsors, customers, and visitors to our website. This privacy statement outlines how we collect, use, disclose, store and otherwise manage your personal information and comply with our obligations under the Privacy Act 1988 (Act).

### 2. PURPOSE

The purpose of this document is to provide a framework for the Cairns Business Women's Club deal with privacy considerations. The main purposes for which our Club collect personal information are:

- To notify and keep members, partners, sponsors and contacts informed of the events, services and service offers we provide and concerning developments concerning our member base;
- where it is necessary for us to provide our service and to enable others to provide services which we have informed you about and which you have requested we facilitate for you;
- to register members to attend events;
- for recruitment and Volunteer or paid employment (including expressions of interest in joining the Board or a Committee with the Club);
- to enable us to make submissions to legislative bodies about club policy development;
- to advertise or promote your business;
- for administration and management purposes.
- We may also collect personal information about you from your use of our website and information you provide to us such as, for example, if you use the website to contact us to register for one of our services or events.

### 3. POLICY

The Cairns Business Women's Club recognises the right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

We are bound by laws, specifically the Privacy Act 1988 which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information. The Cairns Business Women's Club will:

- Collect information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions, a directly related purpose, or if for another purpose, with the individual's consent;
- Store personal information securely, protecting it from unauthorised access.

### 4. COLLECTION

The Cairns Business Women's Club, where possible, will collect personal information directly from you. Information is collected through various means, including – forms, business cards, surveys (whether hardcopy or electronic format), including information submitted via the Cairns Business Women's Club website or other electronic means, including email and social media platforms operated by the Club.

### 5. USE AND DISCLOSURE

The Cairns Business Women's Club will use and disclose your personal information for purposes which are related to the purposes for which the information was collected in accordance with this Privacy Policy and the **Privacy Act 1988**.

### 6. DATA QUALITY

The Cairns Business Women's Club will:

- Take reasonable steps to ensure the information collected is accurate, complete, up to date and relevant to the functions the Club performs.

## 7. DATA SECURITY AND RETENTION

The Cairns Business Women's Club will:

- Safeguard the information collected and store against misuse, loss, unauthorized access and modification.
- We will take reasonable measures to ensure the security of your personal information, whether kept in electronic form or hard copy.
- Protect personal information from loss, misuse, alteration or destruction. We use a range of physical and electronic procedures to ensure the privacy of your personal information is safeguarded.
- We treat information in accordance with the Australian Privacy Principles and other applicable privacy laws.
- All information obtained and collected via the Clubs website is stored on a secure server to prevent personal information from being accessed by unauthorised persons.

## 8. ACCESS AND CORRECTION

The Cairns Business Women's Club will:

- Ensure individuals have a right to seek information held about them;
- Correct any inaccurate, incomplete, misleading or out of date information. A request from you stating the correct information can be emailed to [info@cbwc.org.au](mailto:info@cbwc.org.au).

The Cairns Business Women's Club may deny access to information on the following grounds:

- reasonably believes that giving the information would pose a serious threat to the life, health or safety of an individual or to public health and safety;
- providing access would create an unreasonable impact on the privacy of other members;

## 9. MAKING INFORMATION AVAILABLE TO OTHER ORGANIZATIONS

The Cairns Business Women's Club may disclose your personal information to other parties including:

- Annual partners;
- Events partners;
- Businesses and individuals who donate raffle prizes of which you are the winner;
- Businesses who donate a prize for the Business Card Draw of which you are the winner.
- The sharing of information may include: sharing your name or business name and if you are a prize donor or prize winner. We may share this on social media platforms, at events, in newsletters or media releases.

Strict procedures govern the use of the Membership Database information. If you do not wish to receive any promotional, networking, invitations or other Cairns Business Women's Club material via email or social media, you can unsubscribe at any time. In the event that your unsubscribe request fails please email [info@cbwc.org.au](mailto:info@cbwc.org.au)

### **CHANGES TO OUR PRIVACY POLICY**

The Cairns Women's Business Club works in a dynamic business environment and from time to time it may be necessary to review our privacy policy. You will always be able to find the current version of our privacy policy on our website.

### **HOW TO CONTACT US**

You may request further information, express concerns and/or queries about the way we manage your personal information by emailing: [info@cbwc.org.au](mailto:info@cbwc.org.au)