



ALBURY & DISTRICT HISTORICAL SOCIETY

INCORPORATED

WIRADJURI COUNTRY
PO Box 822, ALBURY NSW 2640
www.alburyhistory.org.au

PRIVACY POLICY

Members Personal Details – Personal Information Collected

We only collect personal information required to comply with the Association Incorporation Act 2009 and the Regulations 2016.

Under clause 7 (1) of the Constitution we are required to keep a Register of Members in either written or electronic form specifying member's name, postal address, residential address and/or email address. No other personal information is required and no other information is collected.

We only collect the information members give to us on the application form when applying to join the Albury and District Historical Society.

We do not collect sensitive information.

We do not request passwords or request access to anything that can lead to accessing your personal information.

We do not ask for or collect bank or credit card details. We do not send emails requesting this information.

Availability of Personal Information

Under clause 7 (3) (and the Association Incorporation Act 2009 and its Regulations 2016) the Member's Register must be open for inspection at an appropriate location and time, by any other member. No part of the Member's Register is to be copied or emailed to other members.

The Historical Society and its members must not "spam" members. Spam is defined as an unwanted, unsolicited digital communication sent out in bulk. It is usually distributed by email but it can also be distributed by a phone call, a text message or by social media.

The Historical Society must not sell or rent the email address or contact details of members to third parties.

The Privacy Rights of Members

Under clause 7 (5) if a member requests that their personal information other than their name is not to be made available to any other member, apart from the member's name no other information will be made available to other members.

A member can elect at any time to have all personal information and all contact details on the Members Register withdrawn from being available to any other member. It must still be collected and held by the Society but it must be kept private should a member require it to be kept private.

Using the Contact Details of Members

Under clause 7 (6) each member has the right to privacy and is not to be contacted by the Society or any of its members unless:

1. It is for the purpose of sending the monthly newsletter, The Bulletin.
2. Notification of general, annual general meetings or special general meetings.
3. Notification of Special Resolutions.
4. Notification of an event or material relating to the Society.
5. For any purpose necessary to comply with a requirement of the Association Incorporation Act 2009 or the Regulation 2016.

Sending of the Monthly Newsletter

The Albury and District Monthly Newsletter, The Bulletin, is sent to each member by the method nominated by the member. The Bulletin will be distributed by email to the nominated email address or through the post to the nominated postal address.

A member can unsubscribe from our communications at any time by contacting the Society using the details specified in this privacy policy. It may take up to a week to action an opt-out or an unsubscribe request, so you may still receive communications from us after your request is received.

Correspondence that is to be issued by the Secretary

1. Notices of Special Resolutions and Special Meetings are to be issued by the Secretary and can be distributed with the Bulletin, by email or by post.
2. Notice of the Annual General Meeting are to be issued by the Secretary and can be distributed with the Bulletin, by email and by post.

Correspondence that must be copied to the Secretary and approved by the Committee

Correspondence that has the capacity to commit the Society to a particular course of action and/or to a financial obligation to a third party must be copied to the Secretary and be submitted to the committee for approval.

Protection of Data

The Society protects the personal information stored on a computer by appropriate software. If the Society detects an external data breach it will notify the members as soon as it is aware of the data breach.

Accidental Data Breaches

Statistically approximately 35% of data breaches are human error. In the event of an accidental data breach the society will notify all members of the breach as soon as it become aware of the data breach.

The Historical Society Website

The Historical Society website is located at alburyhistory.org.au and it is an information website only. It is a secure website, and it is hosted in Australia. The Historical Society does not collect data from this website.

Social Media Platforms

The Historical Society has a Facebook Page and from time-to-time posts historical information videos using platforms such as YouTube. The Historical Society does not collect data from social media platforms.

Members need to be aware that when accessing the social media platforms, the social media platforms can and do collect personal data and use cookies but this has nothing to do with the Albury and District Historical Society and none of the data collected by the social media platforms is shared with the Albury and District Historical Society.