

PRIVACY POLICY

This privacy policy applies to the Canberra Alpine Club (CAC or “the Club”), its web site (www.cac.org.au) and any documents or information held by the Club. It explains how we (the Canberra Alpine Club) handle personal information and comply with the requirements of the privacy laws. If you have further questions relating to this policy, please contact us.

COLLECTING INFORMATION ABOUT YOU

We may collect personal information from our members at several different points on our web site or directly through the Club’s administration officers. The main types of information we collect are contact details, such as names, addresses, telephone numbers and email addresses as well as booking details (names, dates, booking information). The personal information we collect is collected directly from individuals – we do not collect any personal information from third parties.

USING AND DISCLOSING YOUR PERSONAL INFORMATION

Our purpose in collecting information about you is to deliver the services to which you are entitled, to provide any services that you request, and to operate our services efficiently. We sometimes use third parties to assist us in delivering services to you (for example, to deliver the Club’s journal, Frozen Acres). We will not disclose any personal information that you have provided to these parties, or any other outside parties, without your permission except where:

- it is required by law;
- it is permitted by this privacy policy;
- it is believed necessary to provide you with goods or services you have requested; or
- it is necessary to protect the rights, property or personal safety of our employees, our other members, or any member of the public.

In addition, we will not, without your permission, disclose any personal information that you have provided to other Club members, associates or to any person on the Club’s waiting list except where it is believed necessary to provide you with goods or services you have requested.

If we collect or use personal information in ways other than as stated in this privacy policy, we will do so in accordance with the requirements of the applicable privacy laws.

UNSUBSCRIBING AND MODIFYING PREFERENCES

You can unsubscribe from receiving Frozen Acres or Skimail at any time. We provide several ways to correct, update, or remove any member's personal information or preferences for receiving Club journals.

ACCESS TO YOUR PERSONAL INFORMATION

If at any time you want to know exactly what personal information we hold about you, you are welcome to e-mail us through the Club’s administration officer or as otherwise advised. We will always attempt to make this information available to you within 14 days.

If at any time you wish to change personal information that we hold about you because it is inaccurate or out-of-date, please contact us through the Club’s administration officer and we will amend this information. Our policy is to only keep the minimum amount of personal

information necessary to maintain Club operations and to deliver services to which you are entitled.

While we will continue to endeavour to protect members' personal data, we cannot warrant or guarantee the security of any information sent to us by you or another person.

LINKS

Our Web sites and e-mail messages may contain links to web sites. Please be aware that we are not responsible for the privacy practices of such other web sites.

CONSENT

By providing your e-mail address and other personal information, you consent to the Club's use of your personal information, including any contact details that you have provided, in accordance with this privacy policy and applicable privacy laws.

CHANGES TO THIS PRIVACY POLICY

Our Privacy Policy may be reviewed periodically, and we reserve the right to change it at any time. In the event of any changes, we will promptly post the latest privacy policy on the Club's web site.

This Privacy Policy was approved by the Committee in April 2011.