

PRIVACY POLICY - The Garden Clubs of Australia Inc (GCA) August 2018

Please note that this Privacy Policy is solely for the purposes of The Garden Clubs of Australia Inc. Affiliates that are incorporated should have their own privacy policy.

As an incorporated body, The Garden Clubs of Australia Inc (GCA) is bound by the Australian Privacy Act 1988 and its amendments.

GCA is committed to the right to privacy and the protection of personal information and this policy sets out how GCA may collect and use personal information.

Personal information in this policy means any information from which your identity is apparent or can be reasonably ascertained

By providing your personal information to GCA, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

1 What information do we collect about you?

Personal information collected by GCA about a particular person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, qualifications, membership of organisations, medical needs or disabilities, dietary requirements, photographic depictions or communication history.

GCA will assume consent to the collection of all sensitive information that is provided in accordance with this Privacy Policy, unless told otherwise.

Information may be collected when you:

- are elected or appointed to the GCA Committee, Sub Committee of GCA or as a Zone Coordinator;
- subscribe to any publication of GCA;
- provide details to GCA in an application, survey, feedback form or incident;
- provide details to GCA for Judges schools, Zone days, workshops, conventions;
- enter personal information into, or agree to having your personal information entered into one of GCA's data/online systems;
- access the GCA website;
- contact GCA via email, telephone, fax or mail or engage with GCA via social media;
- register or participate in any program, activity, social event, competition or event run by GCA or a GCA Affiliate on GCA's behalf;
- purchase merchandise, products or services from GCA or an authorised agent;
- apply for a volunteer position with GCA;

In some circumstances, GCA may collect information from GCA Affiliates or other third parties. Examples of such third parties could include, without limitation, names and contact details from award winners, exhibitors at shows.

GCA may be required by law to collect personal information for education, work health and safety laws, medical treatment or other legislation in Australia.

2 How is this information used by GCA

GCA may disclose your personal information to a range of organisations which include, but are not limited to:

- GCA Affiliates and other organisations involved in gardening or related activities in Australia;
- our professional advisers, including our insurance broker, and auditor;
- relevant organisations such as competition sponsors, function centres;
- in other circumstances permitted by law.

Personal information may also be disclosed outside of Australia - for example to International Horticultural organisations. In such circumstances, GCA will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably similar to the Australian Privacy Principles.

Every person whose data is collected by GCA has the option to refuse email, SMS or posted offers by making a request in writing to GCA's Privacy Officer via the contact details set out below or by making use of the opt-out procedures included in any communications from GCA - however, information relating to the option to unsubscribe from those communications may be retained.

GCA may also disclose personal information:

- with your express or implied consent;
- when required or authorised by law;
- to an enforcement body when reasonably necessary; or
- to lessen or prevent a threat to an individual or public health or safety.

3 How is the information we collect stored.

GCA stores information in different ways, including in both paper and electronic form. Much of the information collected is compiled for usage by a GCA committee member for their stated role or included on the GCA data base.

Security of personal information is important to GCA and steps to protect the information we hold include security measures for access to our database and security measures for our website.

GCA website

When users visit the GCA website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit to analyse and improve the performance of the GCA website.

In addition we may use "cookies" on the GCA website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. GCA will treat this information in the same way as other personal information we collect. You may wish to disable cookies on your internet browser to prevent this information being collected.

Our website is subject to copyright and so logos, written words, images and photos cannot be copied or reproduced without permission from GCA.

Websites linked to the GCA website are not subject to GCA's privacy standards, policies or procedures.

GCA cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third party website.

4 How can you access, update or correct your personal information that GCA holds?

Every person whose data is collected by GCA has the option to refuse email, SMS or posted mail by making a request to GCA's Privacy Officer via the contact details set out below

If you find that the personal information we hold about you is inaccurate, incomplete or out of date, please contact us immediately and we will arrange for it to be corrected.

Individuals may also request access to their personal information by making a request via the contact details set out below.

5 Resolving Privacy Issues and Complaints

Any issues or complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made to the GCA Privacy Officer.

Graeme Whisker
The Garden Clubs of Australia Inc
P O Box 431, BUNDANOON NSW 2578
Or by email privacy@gardenclubs.org.au

From time to time, GCA may review and amend this Privacy Policy to take into account new laws and technology, changes to our operations and practices and the changing business environment.