



BRWG Privacy Policy

***About Blackall Range Woodcrafters Guild Inc
("BRWG")***

The BRWG was established to:

- (1) Foster the arts and crafts, using timber as the primary material.
- (2) Provide community access to the presentation and display of woodcrafts by exhibition, demonstration and tuition.
- (3) Promote the better use of local timber by salvaging timber and promoting the awareness of useful timbers.
- (4) Encourage the growing of useful timbers.
- (5) Cooperate and/or affiliate with other groups, bodies or agencies with similar interests.
- (6) Provide tuition and training in woodcrafts and wood arts.
- (7) Promote fellowship amongst woodcrafters and wood artists.
- (8) Provide the opportunity to maintain and improve the wellbeing in health, both physical and mental, of all members of the Guild by participation in woodcraft, community and Guild activities.

What is covered by this Privacy Policy

This Privacy Policy outlines how we collect, hold, secure, use and share your information to ensure open and transparent management of such information.

Specifically:

- the kinds of information we collect and hold
- how we collect and hold it
- the purposes for which we collect, hold and use it
- how we secure it
- how, and to whom, we share your information
- Overseas disclosure
- your right to access and correct it
- how you may contact us if you wish to make a complaint or enquire about privacy matters.

What kind of information does BRWG collect and hold :

BRWG may collect your “Personal Information” or “Sensitive Information” (“Information”):

"Personal Information" means information about an identified individual, such as your name, date of birth, email address, telephone numbers, residential address, partners name etc.

“Sensitive Information” such as your Medical History Summary which will only be obtained with your consent.

How does BRWG collect Information

BRWG will collect Personal Information from you when you complete an application for membership. Sensitive Information, such as the Medical History Summary, which is voluntary, will only be collected with your consent. All Information will be collected directly from you.

How does BRWG hold and secure Information

Your Information will be stored in documentary and electronic form and held exclusively by BRWG, and not by any third party. All Information is stored in a secure location.

For what purpose does BRWG collect, hold and use Information

Your Information is collected, held and used to comply with the requirements of the BRWG Constitution and relevant Legislation, such as maintaining a register of current and past members, and for establishing whether members are financial.

How, and to whom, we share your information

Your Personal Information will be shared with members of the Management Committee to determine the acceptance or rejection of your application for membership. Membership records may be viewed by members of the Management Committee or appointed representatives to establish matters such as eligibility to enter a club competition.

Your Sensitive Information may be shared with a BRWG member assisting you and with treating medical professionals in the event of a medical emergency.

Overseas disclosure

BRWG will not disclose your Information to any person or entity overseas.

How you may access your Information

You have a right to request access to, or a copy, of the information we hold about you. You can access or correct your personal information by making a request to the Secretary as follows :

Email : secretary@blackallrangewoodies.org.au

Phone : 0409 050 418

Mail : PO Box 150, Montville Q 4560

In person : 230/238 BalmoralRoad, Montville Q 4560

On line : www.blackallrangewoodies.org.au

The BRWG Privacy Policy will be available free of charge upon request. It is also available on the BRWG website.

How you may make a complaint

If you believe there has been a breach of the Privacy Policy, you can make a complaint to the Secretary as detailed below. Your complaint should be by letter or email or other electronic communication and provide relevant details. BRWG will require a reasonable time to investigate your complaint, and will provide a preliminary response within 30 days. We may discuss your complaint with others you advise are involved, and members of the Management Committee. Any complaint will be dealt with in strict confidence.

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