

Data Protection Policy for Birkdale Community Men's Shed

Effective Date: [Insert Date]

1. Introduction

Birkdale Community Men's Shed is committed to protecting the privacy and security of personal information in accordance with the Australian Privacy Principles (APPs) as outlined in the Privacy Act 1988. This Data Protection Policy outlines our approach to data protection, including the collection, processing, and storage of personal information.

2. Scope and Application

This policy applies to all personal information collected, processed, and stored by Birkdale Community Men's Shed, whether collected online, in person, or through any other means. All members, volunteers, and third parties involved in handling personal information on behalf of Birkdale Community Men's Shed are expected to comply with this policy.

3. Collection of Personal Information

3.1 Purpose of Collection: Personal information will only be collected for legitimate purposes related to the activities of Birkdale Community Men's Shed. This includes but is not limited to membership management, event organization, and communication with members.

3.2 Consent: Consent will be obtained before collecting any personal information, and individuals will be informed of the purpose for which the information is being collected.

4. Processing and Storage of Personal Information

4.1 Data Accuracy: Birkdale Community Men's Shed will take reasonable steps to ensure that the personal information collected is accurate, up-to-date, and relevant for the purpose for which it was collected.

4.2 Data Security: We will implement appropriate technical and organizational measures to safeguard personal information against unauthorized access, disclosure, alteration, and destruction. This includes

the use of password protection, encryption, and restricted access to personal information.

4.3 **Data Retention:** Personal information will only be retained for as long as necessary to fulfill the purposes for which it was collected or as required by law.

5. Data Subject Rights

Individuals have the right to access and correct their personal information held by Birkdale Community Men's Shed. Requests for access or correction should be made in accordance with the procedures outlined in the Privacy Policy.

6. Data Breach Response

In the event of a data breach, Birkdale Community Men's Shed will promptly assess the situation, take appropriate steps to mitigate the breach, and notify affected individuals and the relevant authorities as required by law.

7. Third-Party Data Processors

When engaging third-party service providers or contractors, Birkdale Community Men's Shed will ensure that they comply with data protection laws and have adequate security measures in place.

8. Training and Awareness

All staff, volunteers, and individuals involved in handling personal information on behalf of Birkdale Community Men's Shed will receive training on data protection principles and practices.

9. Compliance Monitoring and Review

Birkdale Community Men's Shed will regularly review and update this Data Protection Policy to ensure ongoing compliance with applicable privacy laws and best practices.

10. Contact Information

For any inquiries or concerns related to data protection, please contact our Secretary:

[Secretary's Name] [Contact Address] [Email Address] [Phone Number]

Last Updated: [Insert Date]

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