

# Privacy Policy for Birkdale Community Men's Shed

Effective Date: [Insert Date]

## 1. Introduction

Welcome to the Privacy Policy of the Birkdale Community Men's Shed. This policy outlines how we collect, use, disclose, and manage your personal information in compliance with the Australian Privacy Principles (APPs) as outlined in the Privacy Act 1988 (Cth).

## 2. Collection of Personal Information

2.1 **Types of Information Collected:** We may collect personal information including but not limited to names, addresses, contact details, and other relevant information required for the effective functioning of Birkdale Community Men's Shed activities.

2.2 **Method of Collection:** We collect personal information through various means, including membership forms, event registrations, surveys, and direct communication. Information may also be collected when you visit our website.

2.3 **Purpose of Collection:** The personal information we collect is used for the primary purpose of managing membership, organizing events, and communicating with members. We may also use this information to improve our services and keep you informed about our activities.

## 3. Use and Disclosure of Personal Information

3.1 **Internal Use:** Your personal information will be used internally for the purposes outlined in Section 2.3. We will take all reasonable steps to ensure that your information is accurate, up-to-date, and securely stored.

3.2 **Disclosure to Third Parties:** We may disclose your personal information to third parties, such as service providers and contractors, for the purposes of providing services on our behalf. These third parties are required to comply with privacy laws.

#### **4. Security of Personal Information**

We are committed to ensuring the security of your personal information. We take reasonable steps to protect it from unauthorized access, disclosure, alteration, and destruction. Our security measures include password protection, encryption, and restricted access to personal information.

#### **5. Access and Correction**

You have the right to access the personal information we hold about you. If you believe that any information we hold is inaccurate or outdated, you may request its correction. Requests for access or correction should be made in writing to our Secretary (contact details provided in Section 7).

#### **6. Complaints and Feedback**

If you have any concerns about how we manage your personal information or believe that we have breached the APPs, please contact our Secretary. We take all complaints seriously and will respond promptly to address your concerns.

#### **7. Contact Information**

For any inquiries, requests for access or correction, or complaints, please contact our secretary:

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

#### **8. Changes to the Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or for legal reasons. The most recent version will be available on our website.

By using the services provided by Birkdale Community Men's Shed, you agree to the terms outlined in this Privacy Policy.

*Last Updated: [Insert Date]*