



# CFA 4WD Club

## Privacy Statement

18<sup>th</sup> August 2005

### 4WD CLUB

Incorporated Registration No. A0016002M

#### ***Privacy Rules;***

##### **Membership application forms**

- Membership application forms shall be held by the Secretary.
- The information on the application forms shall not be provided to any person who is not a club member without the written consent of the member.
- Information may be passed to 4WD Victoria for insurance and statistical purposes only. This information shall not include any contact or personal information.

##### **Email Address**

- Email addresses shall be hidden when sending group emails.
  - Bcc shall be used to hide email addresses, unless to specific groups, such as committee members for the purposes of informing members as to who has received the email.
- Club members (other than the secretary, for the purpose of updating member details) are not permitted to distribute email addresses.

##### **Membership Information updates**

- Membership contact information will be forwarded to all club members annually by the secretary. This information is not to be forwarded or distributed by or to any other person.
- Members contact information shall be available on the website, in a password protected folder.

##### **Email**

- Information and emails forwarded to club members are not to be forwarded to any other person unless written (or email) consent is provided by the original writer.

##### **Penalties**

- Penalties for failing to comply with this privacy statement shall include, but is not limited to the removal from the email list, and suspension/cancellation of membership.