



# **Privacy Policy**

## **Pakenham & District Aircraft Radio Control Society Inc.**

Association number: A0027172K

ABN 67 455 447 450

May 2025

# P&DARCS Privacy Statement

Pakenham and District Aircraft Radio Control Society (P&DARCS) is committed to protecting the privacy and personal information of its members, while also facilitating contact between groups of members with common interests.

## Collection of Personal Information

P&DARCS collects personal information necessary for the effective administration of the club, including membership registration, communication, and compliance with legal obligations. This information may include:

- Full name
- Date of birth
- Contact details (e.g., phone number, email address, postal address)
- Emergency contact information
- Membership type and status
- Information related to aeromodelling certifications and activities
- Information regulatory or other authorities or policies require us to collect

## Use of Personal Information

Personal information collected by P&DARCS is maintained in the **Register of Members** and will be used by the Committee for the following primary purposes:

- Communicating important information regarding club events, updates, newsletters and formal notices
- Administering club activities and competitions
- Ensuring compliance with club rules and regulations
- Facilitating insurance coverage
- Contact in case of emergency
- Providing necessary information to third parties where required by law, or as necessary to fulfill club functions. This includes the MAAA, VMAA and Darcsfield Co-operative Limited

With your personal consent, P&DARCS will also share your name, phone number and email address with other members via the **Member Contact List** which can be accessed for Approved Purposes as defined in the section below.

## Access to Register of Members

In compliance with our obligations under the Associations Information Reform Act 2012, the Register of Members may be inspected by members of the club. However, P&DARCS interprets “inspection” to mean access to a membership list limited to names only, without including personal details such as contact information, address or other data. This ensures transparency in club operations while safeguarding the privacy of individual members.

If a member requires a more detailed inspection of the Register or Members, a written application must be submitted to the P&DARCS Secretary. This application must clearly specify the scope of the data being requested and the purpose of the request. The P&DARCS Committee will review such requests to ensure they pose no risks under our club rules and privacy obligations. Please note that a member must not use information about another member obtained from the Register of Members to contact or send materials to the other member. Any request of that nature will be declined.

## Member Contact List

Separate to the Register of Members, and in the spirit of fostering discussion between members with common interests, the club will maintain a Member Contact List. This will be available on request through the website. It will contain the name, phone number and email address of members who have provided consent for this information to be shared. At the Committee's discretion it may also contain other relevant information (e.g., Wings/Instructor status).

When joining the club, or at annual renewal time, members will be asked to provide their explicit consent for their details to be included in the Member Contact List. Only those providing this consent will be included in the list.

All members will be able to request the Member Contact List via a form on the club's website. To receive the list the member will need to agree to the Approved Purposes which are limited to:

- Accessing the details for personal use only, and not sharing with more widely within or outside the club
- Limit use of the information to one-on-one contact with other members, or small group discussions that all members have opted into.

Using the information for any broadcast, mass communication or advertising to members is strictly prohibited.

## Access and Correction

Members have the right to access and update their personal information held by P&DARCS. Request for access or updates can be made to the P&DARCS Registrar.

## Security of Information

P&DARCS is committed to ensuring the security of personal information. All reasonable measures will be taken to protect personal data from misuse, loss, unauthorised access or disclosure. Information is stored securely and accessed only by authorized personnel.

## Retention of Personal Information

Personal information will be retained only for as long as necessary to fulfill the purposes outlined in this statement or as required by law.

## Complaints

Members who believe their privacy has been breached may lodge a complaint in writing to the P&DARCS Committee, which will investigate and respond in a timely manner.