

# The Chime Choir Privacy Policy July 2018

## INTRODUCTION

The Management Committee of The Chime Choir is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person. The purpose of this document is to provide a framework for The Chime Choir in dealing with privacy considerations.

## PRIVACY POLICY

The Chime Choir collects and administers a range of personal information to enable swift and effective communication with its members, in support of their choir participation, and to support effective response to issues or emergencies that may arise while members are engaged in choir activities.

Chime is committed to protecting the privacy of the personal information it collects, holds and administers.

The Chime Choir recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Commonwealth of Australia Privacy Act 1988.

As an Incorporated Institution, The Chime Choir is bound by laws which impose specific obligations when it comes to handling information. Chime has adopted the following principles as minimum standards in relation to its handling of personal information.

The Chime Choir will;

1. Collect only information which the organisation requires for its primary functions
2. Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered
3. Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent
4. Delete and/or otherwise dispose of any personal information collected that is no longer needed for the choir's primary functions
5. Store personal information securely, protecting it from unauthorised access
6. Provide stakeholders with access to their own information, and the right to seek its correction without undue delay
7. Take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of members' personal information
8. Not disclose personal information to third-party entities for any purpose

## **PROCEDURAL GUIDELINES**

Chime may collect members' information from electronic or physical form completion.

Information which The Chime Choir may hold regarding each of our members is;

1. Name
2. Address
3. Phone number/s
4. Email address
5. Photograph/s
6. Date of birth
7. Date of joining Chime
8. Voice part
9. Bank account details, where necessary for payments/reimbursements to members

In addition it may, on occasions such as group touring events, be necessary for Chime to hold further information for a period of time, including;

10. Travel insurance details
11. Travel itineraries
12. Passport numbers

Members' information is kept on a limited number of hosted web platforms with access restricted to authorised committee members/delegates. Each electronic platform supports individual access, identification, and tracking. These platforms also have their own internal privacy policies in compliance with their legal obligations, and any direct use of those systems by members is subject to their acceptance of those privacy policies at registration, in the usual manner.

A member who wishes to review their personal information Chime may request a report extracting all such information. The request should be submitted to the Secretary, who is responsible for membership. The personal information on TeamApp is visible to, and editable by each individual member.

A member may request the correction or removal of their personal information from Chime's records by submitting the change details, or removal request, in writing to the Secretary.

## **AUTHORISATION**

Janet Holmes

Secretary  
The Chime Choir

Approved July 16<sup>th</sup> 2018  
The Chime Choir