



PRIVACY POLICY

This document sets out how Southern Tasmanian Caverneers (STC) handles and protects personal information of its members. If you have any concerns or questions, please contact the Treasurer of STC.

The term “members” in this Policy includes members, friends of STC and armchair cavers. Personal information includes, but is not limited to, full name, street/postal address, phone numbers, email address, date of birth, cave search and rescue skills and details on availability in the event of a cave rescue.

Collection of Information

STC will make sure that new members (and existing members) are made aware that their personal information is being collected.

The key purpose for collecting information is to allow official STC correspondence to be sent to each member (such as *Speleo Spiel* newsletter, membership renewal forms etc). It allows club members to contact other club members, for example, to arrange caving trips. The information may also be collected to assist with a cave rescue operation.

Storage and Maintenance

The Treasurer is responsible for maintaining STC's personal information database. In the future, it may be possible for each member to check their own details on-line, using the Australian Speleological Federation's (ASF) proposed membership database.

The Search and Rescue Officer is responsible for maintaining information relating to cave rescues.

The Treasurer and Search and Rescue Officer shall take reasonable steps to protect the personal information from misuse, loss and unauthorised handling.

Access

Members are encouraged to contact the Treasurer or the Search and Rescue Officer if their personal details change or are incorrect. Any member can contact the Treasurer and/or Search and Rescue Officer to access their own personal information.

Use of Information and Disclosure

Member details may be included in some editions of the *Speleo Spiel* newsletter. These details will be limited to name, street address, email address and phone number(s), where applicable. Member details are forwarded to ASF if the member joins ASF through STC.

Member details, collected voluntarily for the purpose of search and rescue, will be passed on to the relevant agencies, such as the Tasmania Police Search and Rescue.

Where appropriate, a member may specify that all or part of their personal information not be used as described above.