



# RCMS Policy

## Privacy & Security of Personal Information

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### INTRODUCTION

The Regency Community Men's Shed (RCMS) committee and members are committed to respecting the privacy of its members while also ensuring that all personal information and personal images are securely stored and maintained in line with best practices.

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### BACKGROUND

Any person attending the RCMS may be required to supply personal information in order that they may become a member and be properly insured.

They may also have their photograph taken or image recorded for the purposes of identification or as part of the Port Adelaide & Enfield Council's or the RCM's security and surveillance systems.

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### GUIDING PRINCIPLES

The guiding principles for all information and personal images are:

1. They must be securely stored, either in printed form or electronically.
2. They must **only** be accessible by persons with the proper authority.
3. They should be made available to the particular individual (the person in the image or whose information is stored) upon a written request.
4. They must never be given, in part or in full, in printed or electronic form, to any third party or external organization.

Persons with proper authority are deemed to be

1. Members of the current RCMS Management Committee
2. Port Adelaide and Enfield Council security personnel
3. Law enforcement officers

In the case of Personal Medical Information, this may be used as outlined below (see Medical Information).

### MEMBERSHIP INFORMATION

All information taken at the time of applying for membership must be freely given and securely recorded.

This information may be used to

1. Directly contact members by the RCMS Management Committee
2. Assist in handling emergency or medical related issues
3. Plan RCMS activities so that they match & meet the needs of all members
4. Determine additional specific needs of an individual so that the necessary facilities and activities are available, particularly when a member may have some form of disability
5. Build a skills inventory of the general membership so that this can be matched to the needs of members

Apart from Medical Information (see Medical Information below), this information shall NOT be given to any third party except where the data is completely anonymous and is only supplied in summary form. Such information may be requested from time to time by supporting organisations such as the Australian Men's Shed association.

## **CONTACT INFORMATION**

Where a prospective member or member supplies contact information in the form of telephone numbers or other electronic communications (including email addresses, social page access, etc.), this must only be used to advise the member of activities related to the Regency Community Men's Shed. This may include meetings, RCMS social activities, access timetables, revised Procedures or Policies or other matters that directly relate to the Shed.

Contact information will NOT be given to any other third parties **including other members of the Shed.**

Members of the Shed should be encouraged not to request personal information about other Members (including phone numbers and/or email addresses) since the request will be denied.

## **MEDICAL INFORMATION**

As part of the membership application, medical information may be requested and saved with the member's other personal information. This is required so that the proper assistance can be given in the case of a medical incident.

Medical information may only be shared with properly trained and authorized personnel including

- The shed's appointed First Aid or safety Officer
- Attending medical specialists (ambulance, nurse, etc.)
- Hospital attending personnel (Doctors, nurses, etc.)

At no time may any personal medical information of a member be shared with any other member or non-member.

All personal medical information must be securely stored and protected in physical (paper) or electronic form in line with procedures shown below (Management Responsibility).

## **PUBLIC INFORMATION**

In addition to organizational information, members may be asked to take part in activities where photographs are taken and general information is recorded for marketing purposes or as an historical record.

Such information is deemed to be in the public domain so long as the members are advised of this prior to the information being recorded or the images taken.

To cater for these circumstances, when prospective members first apply for membership to the Regency Community Men's Shed, they are asked to agree to:

1. The recording of information and images where these are to be used solely for the purposes outlined above
2. Allow the management Committee, or their appointed nominee, to reprint and distribute the information and images for marketing purposes or to produce publicly available historic records

Members should also be aware that this information may be stored permanently and may only be destroyed if the member specifically requests, in writing, the destruction of such information. The request will be considered by the RCMS Management Committee who may approve the destruction.

Prospective members and members who do not agree to these conditions must take personal responsibility to **NOT** partake in the activity which may be recorded or have images taken. They must also make the appropriate notation on the application for membership (a checkbox is provided on the form for this purpose).

It should be noted that information gathered or images taken and recorded, as outlined above, remains the property of the Regency Community Men's Shed and may be considered to be in the public domain if published. As such, they are NOT protected by copyright by any member or members who may be the subject of the information or images.

## **RCMS MANAGEMENT COMMITTEE RESPONSIBILITIES**

It is the responsibility of the Management Committee to make sure that all possible steps are taken to preserve the integrity of information, data and images of all members of the Shed.

Printed or written material that contains personal information must be securely stored in a place accessible to all current Committee Members (this precludes storing at the home of any member).

Electronically stored information should be treated in a similar manner, preferably in a Cloud location such as Dropbox, Apple's iCloud or Microsoft's OneDrive. Access to data stored on the Cloud must be strictly limited to current Management Committee members on a "need to know" basis.

Should there be a breach in security, the Management Committee must thoroughly investigate the breach and give notice in writing to any member or members where information and images may have been accessed by any person who does not have the proper authority (as previously defined).

The Management Committee must take all possible steps to ensure that any such breach cannot be repeated.

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This document must be read by all prospective members of the Regency Community Men's Shed before completing an application for membership.

This document must be freely available to all prospective or current members of the Regency Community Men's Shed.