

Privacy Policy West Gippsland Genealogical Society Inc. Jun 2011

1. The West Genealogical Society of Victoria Incorporated (WGGs) is a non-profit society which exists to assist its members and others researching their family history.

MEMBERSHIP DATA

2. In order to properly manage the society membership data is kept. This data base includes members' personal information comprising names, addresses, their financial membership status and, usually, occupations, telephone and fax numbers, email addresses and membership numbers.

3. Unless the WGGs maintains complete and accurate personal information about members it may not be able to effectively provide the service expected.

4. The purpose of membership data is to

a. facilitate correspondence with members including the mailing of the Kith 'N' Kin Newsletter,

5. We shall remove a member's personal information from the membership data no later than seven years beyond the membership ceasing, unless the member requests otherwise. This information will then be separately securely stored until it may be reasonably assumed that the member has died, after which the WGGs may make the information available for genealogical research provided that use is consistent with the WGGs Policies

6. Access to the personal information is restricted to:

a. Volunteers whose duties require them to have access

b. members of the WGGs Committee who are office holders or whose duties require them to have access

c. programmer(s) who create or maintain the data software

d. or as otherwise required by law.

7. Personal information is not divulged to any person or organisation unless required by law.

8. A member, or former member, may obtain a copy of their personal information by writing to the Secretary at the current WGGs postal address.

Unless prohibited by law the Secretary will provide that information.

9. Members have the right to request that the WGGs correct information about them which is inaccurate, incomplete or out of date, by contacting the WGGs committee or writing to the Secretary at the current WGGs postal address.

10. Any complaint about a breach of privacy should be made in writing to the Secretary at the current WGGs postal address.

GENEALOGICAL RECORDS

11. Part of the GSV activities undertaken to meet its objectives comprises the indexing of material of genealogical value for the use of members and sometimes for publication.

12. Personal information about persons who may be alive will be included in indexes only if all the conditions in the following sub paragraphs are met:

a. the index conforms to the WGGs Policy;

b. none of the personal information is "sensitive" as defined in the *Privacy Act 1988*

(Cth) - i.e. is

(1) information or an opinion about an individual's

(i) racial or ethnic origin

(ii) political opinions;

(iii) membership of a political association

(iv) religious belief or affiliation

(v) philosophical beliefs

(vi) membership of a professional or trade association

(vii) membership of a trade union

(viii) sexual preferences or practices

(ix) criminal record;

(2) health information about an individual

c. the persons who may be alive would be at least 75 years of age; and

d. it would not be practicable to seek to contact the persons who may be alive in order to seek their agreement for their personal information to be indexed.