



Privacy Policy

Introduction

The University of Queensland Mountain Club Inc. (hereafter referred to as “UQMC” or “we”) is committed to providing an avenue through which its members can safely participate in and enjoy outdoor activities and events, with a particular focus on rock climbing and hiking.

University of Queensland Mountain Club’s Position

UQMC believes in, and is committed to, protecting the privacy of its members and users of its online services. The handling of user data (considered personal, sensitive, and private) is taken very seriously. To underline our commitment to the protection of user data, we have set the following policy and procedures in relation to handling such data.

UQMC will request only the minimum required information from users of its online services in order to effectively function. Users will be provided with the ability to review or revise user data relating to their person at all times. As such, it is our commitment that users’ ‘own’ data referring to them personally.

Privacy Policy

UQMC is committed to:

- Ensure that consent is given for the collection or monitoring of any data pertaining to any individual user;
- Only collecting user data which is necessary for or directly related to the performance of the Club, our activities, our compliance towards UQ Sport policy, our functions, our sponsors, and the functionality of online services;
- Respecting the right for a user to review, update, and delete the data that has been collected pertaining to their person;
- Ensure any data being collected is disclosed to the user before it is stored;
- Advise the purpose or necessity of the information collected to its users; and
- Not sell the individuals' data to third parties (not including sponsors with a valid sponsorship agreement).

Privacy Procedure

- Consent:
 - Every new user is asked for consent to store their user data when it is requested.
 - The consent is given by checking a checkbox (or some other, clear, means of consenting) when filling in digital forms. The means of consenting will necessitate agreement to this privacy policy and procedure document which will be hyperlinked therein.
- Collection information:
 - The user data collected about users includes, but is not limited to, their name, date of birth, residential address, email, phone number, emergency contact information, climbing experience and urgent medical information.
- Information use and disclosure:
 - Personal and sensitive information will be used in, but not limited to, the following instances:
 - The performance of the club, only in an anonymous way: social media, newsletters, climbing or hiking related activities, sponsor compliance, and social events.
 - Our activities: if the user is attending, how to reach the user, and emergency contact information.
 - Compliance towards UQ Sport policy, necessitating enumeration of memberships and other necessary information pertaining to club members.
 - Functions: the names, date of births and other necessary information of our members to ensure adherence to the Australian laws regarding alcohol etcetera.
 - Disclosure and access of the UQMC Executive Team to personal and sensitive information:
 - Only current executive members have full access to the data.
 - Past executive members: Past executive members are helpful in the transition period between November and February. Therefore, the past

executives will have access to the personal and sensitive information until the new executive team has completed Vertical Rescue training and is confident in taking over the responsibilities of the executive team. After February, the past executive members will be deleted from the membership portal as an ‘administrator’ and will be revoked of their Google drive rights, except for the treasurer. The previous and new treasurers will work together to finish the financial report of that year.

- Individual access to personal information:
 - Every member has the ability to adjust or review their user data on our website, for example, changing their address or emergency contact information.
 - UQMC has the ability to request certain necessary data of its users for the usage described above.
 - Once a user has left UQMC, the member will have the option to opt out of our data collection process which will trigger the deletion of their user data from our internal systems. The member can choose to remain informed of UQMC activities through newsletters and social media.
 - If the user has left UQMC but has not opted out of our data collection process, UQMC will retain their information for a maximum of three (“3”) years. UQMC will purge their user data after the maximum of three years from its internal systems.
- Social Media and communication channels:
 - **Facebook:** UQMC has a Facebook page, where information is being shared on trips, announcements and other information. Facebook holds the rights and data of their users. See the Facebook policies for more information.
 - **Instagram:** UQMC has an Instagram page, where information is being shared on trips, announcements and other information. Instagram holds the rights and data of their users. See the Instagram policies for more information.
 - **Website:** UQMC holds the rights to the UQMC website. The UQMC Executive team is able to edit information, trips, events, news, pages etc. on the website, but is not able to change the user data unless requested by a member through email. This can only be done by the Website holder, and is limited to resetting passwords and basic data, such as email addresses or phone numbers.
 - **Newsletter:** For every user, the fortnightly newsletter is an opt-in feature when signing up or when providing consent via web forms to receive the newsletter. Underneath every newsletter, there is an option to opt-out (i.e., a link to “unsubscribe”) of our newsletter.
- Photos, videos and consent:
 - Whenever a user is signing up to UQMC as a new member or for one of UQMCs events, the user is consenting to photos and videos being taken of them during the event for use in social media and other related media, to publish these photos or videos online, and to retain these photos or videos for future use and posterity.
 - UQMC holds the rights to these photos and videos.
 - UQMC holds the right to share these photos and videos with sponsors with a valid sponsorship agreement with UQMC, and relevant third-parties, such as UQ Sport.

- If a user wishes a photo containing their person to be deleted, the user should inform the UQMC Executive Team via email and they will delete the photo in question.
- If a user does not want to provide consent to photos being taken of their person, the member must inform the UQMC Executive Team before the event through email at least 3 days in advance. UQMC will observe this request at all times.
- Respect for members' rights:
 - Members are entitled to report any serious matters that are affecting their personal privacy or security to the UQMC Executive Team.
 - User data will be treated discreetly and respectfully.

Contact

If the member has any questions or concerns about this policy and procedure, please contact the UQMC President.

In case of a major breach of this policy, the member holds all rights to inform related authorities.

Related Documents

From	Date	Description of documents	Website
UQ Sport	1.12.20	<p>Privacy Policy.</p> <p>Content: standards and practises in relation to handling personal information records.</p>	https://uqsport.com.au/wp-content/uploads/2020/02/COR-A005.01-Privacy-Policy.pdf
UQ Sport	1.12.20	<p>Whistleblower Policy.</p> <p>Content: standards and practices in relation to “whistleblowing”.</p>	https://uqsport.com.au/wp-content/uploads/2020/02/COR-A005.01-Whistleblower-Policy.pdf
Australian Taxation Office	1.12.20	<p>Record keeping for Non-profit organisations.</p> <p>Content: the explanation of keeping financial records and their duration</p>	https://www.ato.gov.au/non-profit/your-organisation/records,-reporting-and-paying-tax/record-keeping/