



Our Privacy Policy

This privacy policy is effective from 12th May 2023.

Caulfield Photographic Society Inc. (CPS) is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

This privacy policy is based on the template available from Business Victoria at <https://business.vic.gov.au/tools-and-templates/privacy-policy-template>.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect includes names, addresses, email addresses, phone and mobile numbers.

This Personal Information is obtained primarily from you directly, e.g. the information that you provide on the membership application form or updates to that information that you may provide, either verbally or written.

We don't guarantee website links or policies of authorised third parties.

We collect your Personal Information for the purpose of providing our services to you. You may unsubscribe from our mailing lists at any time by contacting us either in writing or by email.

We collect information about CPS members that is limited to your name, address and contact details for use in the club's activities such as competitions, and details of a relative or friend to be contacted in the case of an emergency.

Sensitive Information

Sensitive Information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

We do not collect such sensitive information.

Disclosure of Personal Information

Personal Information pertaining to individual members is not generally made available to other members. For instance, if a member wants to contact another member directly, they should contact the President or Secretary who may pass on the originating member's details to the recipient member who may then decide to respond.

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

In some cases, it will be necessary to disclose information to a third party in order to perform the functions of the group. An example of this is that names and email addresses are required to be entered into the on-line software that we use to manage photographic competitions.

Member email addresses are added to the CPS database on Mailchimp, our email marketing provider, in order for them to receive communications.

Members' photographic images may be shared in presentations and publications of the Caulfield Photographic Society Inc. An example of this is at meetings where images are evaluated and judged. Member images may be shared in the promotion of and publications of the Caulfield Photographic Society Inc.

Security of Personal Information

Access to Personal Information is limited to Committee Members, who may access only that portion of the information that they need in order to perform their duties.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it. If you believe that the personal information we hold about you is inaccurate, incomplete or not up-to-date please let us know. If you wish to access your Personal Information, please contact us either in writing or by email.

Caulfield Photographic Society will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

We may require identification from you before releasing the requested Personal Information.

CPS website

By using the CPS website, you agree to our use of cookies. Cookies and similar technologies are small files or pieces of text that download to a device when a visitor accesses a website or app. We use these to:

- Provide you with a better website experience
- Help our website run effectively
- Learn about traffic to our website

These cookies are always used, which allow Squarespace, our hosting platform, to securely serve this website to you. For information about viewing the cookies dropped on your device, visit [About the cookies Squarespace uses](#).

Like most websites, the CPS website collects personal data to power our site analytics, including information about your browser, network, and device; web pages you visited prior to coming to this website; your IP address. This information may also include details about your use of this website, including: clicks, internal links, pages visited, scrolling, searches and timestamps. We share this information with Squarespace, our website host and analytics provider, to learn about our site traffic and activity and other data. Refer to the Squarespace privacy policy for more details.

For CPS website visitors that elect to Subscribe, we collect your email address for the purpose of communicating news, updates and marketing photography courses we run. This list is maintained separately from the personal data of members. We do not share your email address with third parties except MailChimp, our email marketing provider, so that they can manage subscriber lists and send emails on our behalf. MailChimp collects information about your device, interaction with an email and use cookies and other tracking technologies to collect some of this information. Refer to the MailChimp Privacy Policy for detailed information. You can unsubscribe at any time by clicking the link at the bottom of emails you receive from CPS.

The CPS website may contain links to other websites. Our privacy policy does not cover these websites and you should refer to the privacy policy for each website that you visit.

Whilst every effort is made to secure your information, CPS cannot guarantee the security of information stored on the website about you, or information that you may upload or post on our website. Do not share anything you wouldn't want publicly known. Please contact CPS if there is any content you have shared that you would like to be removed.

Policy updates

This Policy may change from time to time and is available on our website.

Privacy Policy complaints and enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

Caulfield Photographic Society Inc.,

PO Box 248, Glenhuntly, Victoria 3163

Email: caulfps+president@gmail.com