



NEPEAN HISTORICAL SOCIETY INC.

PRIVACY POLICY

The Nepean Historical Society Incorporated collects only that personal information from members and applicants for membership which is necessary for the running of the Society and which is needed to offer the services and activities expected by members of the Society in general but in particular;

- a) to provide members with information about forthcoming events.
- b) to mail out the Society newsletter and other correspondence as required from time to time.
- c) to keep an accurate record of members' interests, expertise and involvement in the Society.

This information is collected directly from members and applicants for membership, not from third parties.

At any time members may request the Society to inform them what personal information the Society holds about them.

Access to the Society's computer data base is restricted and is controlled by the Secretary. Paper records are kept only as long as is necessary for administrative, historical records, legal purposes, and access to them is also restricted.

The Society undertakes not to make the personal details of any member available to other members of the Society for any purpose other than for relevant administrative reasons unless permission of the member has been granted.

The Society does not make its membership records available to any outside organisations or individual and the Society undertakes not to make the personal details of any visitors or clients to any other parties unless permission has been granted in writing..

(Approved committee meeting 27/08/2012)