

VIEW National Office

MEMORANDUM

To: All VIEW Clubs
From: VIEW National Office
Date: January 2024
Re: Privacy Policy – member’s consent to sharing their personal information/contact details with other club members



Concerns have been raised regarding the sharing of members’ personal information (name, address, phone, email etc) and images being used without their permission.

VIEW Club Committees are reminded that:

- **Member’s contact details are not to be automatically shared with other club members.**
 - **Member’s must consent annually to their personal information being shared with other Club members.**
1. **Process for New Members:** The **Application for Membership** form (updated Nov 2023 version) has been amended to include consent, please ensure that all new members complete this version of the form. We have attached a copy and it is also available to download from VIEW website view.org.au/resources/forms.
 2. **Process for Existing Members - Consent from members is verified and updated annually.**

A Member’s consent **to their contact details being shared with other Club members** is to be **verified and updated annually** as their situation may change and they may then prefer to have their contact details remain confidential.

The “**Record of Permission/Refusal to Publish Photographs of a Club Member Form**” kept by the Club Secretary and updated annually has been amended to include consent of sharing member contact details (first name, phone number and email address) for relevant purposes (eg to facilitate the organisation of club activities and social functions). It will now be known as the **Record of Permission/to Share Contact Details and Publish Photographs of Club Member/s Form**. We have attached a copy and it is also available to download from VIEW website view.org.au/resources/forms.

Only those members who provide written consent to confirm their contact details may be shared with other Club members, will have their contact details and/or photographs/images so shared.

The Club President/Secretary keeps a list of any members who do not provide consent to ensure that their contact details are not shared with other Club members and their photographs/images are not published. They should update this list annually, or sooner if a member contacts them to vary their consent.

Note: **Complete VIEW Club membership lists from National Office** (containing all personal addresses, email and telephone contacts) **are not to be shared with all members** as sharing this level of personal information increases the risk of a data breach for members of that Club.

The VIEW Clubs of Australia membership list belongs to The Smith Family and must not be given to any guest speaker, fundraiser, product seller, media outlet or other person. This rule must be complied with at all times, even if the intended purpose is to raise money for The Smith Family. Please refer any questions to the VIEW National Office, or your National Councillor.

Maryanne Maher
National Manager VIEW