

8 June 2023

Committees Members
VIEW Clubs of Australia



Dear Committee Members

Privacy and VIEW Members' Contact Details

VIEW Clubs of Australia is committed to protecting the privacy of its members.

As responsible stewards of members' personal information, all VIEW Club Committees need to be conscious of protecting members' data at all times.

Recently, there has been concern expressed regarding the sharing of VIEW members' personal information (name, address, phone, email, etc) as well as VIEW members images being used without permission. Members need to appreciate that, due to their personal circumstances, some members are more sensitive than others about the sharing of their personal information. However, in an era where data hacks and cyber attacks are becoming more common, it is important that we all work together to secure the personal information of all of our members.

It is timely to remind VIEW Clubs about our Privacy Policy and Media Consent process.

Find out more about Privacy

The Privacy Policy sets out how personal information is collected and used by The Smith Family, including VIEW Clubs. Download a copy here

<https://www.thesmithfamily.com.au/-/media/files/about-us/governance/tsf-consolidated-privacy-policy.pdf>.

Please have particular regard to the section titled 'More Information – VIEW Clubs'.

VIEW Club Committees are reminded that VIEW membership details are not to be shared with other VIEW members or with any external organisation.

The Privacy Policy explains in broad terms how VIEW Clubs will use the personal information it collects from its members.

The Club Secretary collects member information from a Membership Application Form and records details only to ensure the smooth running of the Club. Membership Application Forms are sent to VIEW National Office to ensure that an accurate membership database for all VIEW Members is retained.

VIEW members of course, can share their own personal details with other VIEW members at their own discretion.

The VIEW Club Handbook 2022-23 includes a section on Privacy (<https://view.org.au/media/11872/club-handbook-2022-final-200122.pdf>).

Media Consent

Membership details are just one piece of information that may identify a person. VIEW Clubs should ensure that all members have signed a Media Permission form (<https://view.org.au/media/14589/media-photo-reproduction-permission.docx>) to be used for any media events associated with VIEW and The Smith Family. This applies to all media types – especially social media.

This does not apply just to VIEW members, it also applies to guests attending VIEW Club events. Individuals should be asked for permission before photos are taken and their image shared on media/social media.

If in doubt, you should always check with the Club's Publicity Officer or other Committee member to ensure consent has been obtained before you publish the image of any person connected with a VIEW Club event on your social media or otherwise.

Any school students attending/participating in any VIEW events need to complete a Smith Family Media Consent Form. This should be completed by The Smith Family and confirmed prior to the event. Use of information OR photos of students is strictly limited to the scope of the permission they provide on the Media Consent Form.

Club Newsletters

In 2021 with the increase in Club newsletters being published and placed in public domain, Clubs were requested to limit the amount of information provided especially around personal information including the use full names, Club Bank account details, and phone/email addresses (*FAQ: Protecting Clubs/members' personal and financial information* - <https://view.org.au/media/14300/faq-protecting-personal-and-financial-information-final.pdf>).

If a VIEW Club or a VIEW member has any concerns about Privacy or a potential Data Breach, they should contact VIEW National Office as soon as practicable (view@thesmithfamily.com.au) and complete a Data Breach Form with as much information as possible. ((Data Breach Guide (<https://view.org.au/media/5577/data-breach-guide.pdf>) Data Breach Form (<https://view.org.au/media/4616/data-breach-reporting-form-view.docx>))

Yours sincerely,



Maryanne Maher
National Manager VIEW
The Smith Family



Marg Woodhouse
National President 2022-23
VIEW Clubs of Australia