

## Privacy and Data Protection Policy

This policy outlines how Energy Club WA collects, uses, stores and protects personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

### 1. Purpose

To ensure personal information is managed transparently and securely, and to provide members, partners, and stakeholders with confidence in how their data is handled.

### 2. Scope

This policy applies to all personal data collected and managed by the Club, including member data, event registrations, email communications, and website interactions.

### 3. What Information We Collect

- Full name, email address, phone number, and mailing address
- Professional role and employer (for membership and event purposes)
- Payment details for membership, registrations or sponsorships
- Demographic or interest information (if voluntarily submitted)

### 4. How We Use Personal Information

- To manage memberships and renewals
- To coordinate event invitations and participation
- To communicate newsletters, updates, and relevant content
- To improve member services and user experience
- To meet legal and regulatory obligations

### 5. Storage and Security

- Data is stored securely in encrypted, access-controlled systems
- Access is restricted to authorised staff and contractors only
- Physical records are securely filed and destroyed when no longer needed

### 6. Disclosure to Third Parties

- We do not sell or rent personal information.
- Limited data may be shared with approved service providers for Club operations (e.g. event platforms, CRM tools).
- Any disclosures are governed by confidentiality agreements and privacy standards.

### 7. Member Rights

- Members may request access to their personal data at any time
- Members may request corrections or opt out of communications
- All requests will be handled within 30 days, free of charge

## 8. Website and Cookies

- The Club's website may use cookies to improve functionality and analyse traffic
- Users can adjust browser settings to manage cookie preferences

## 9. Data Breach Management

- In the event of a suspected data breach, affected individuals will be notified promptly
- The Club will investigate and take appropriate mitigation steps and notify the Office of the Australian Information Commissioner (OAIC) if required

## 10. Contact and Complaints

For privacy-related enquiries or complaints, contact:

General Manager

Energy Club WA

Email: [manager@energyclubwa.org.au](mailto:manager@energyclubwa.org.au)

Club President

Energy Club WA

Email: [president@energyclubwa.org.au](mailto:president@energyclubwa.org.au)

All complaints will be acknowledged and investigated promptly.

## 11. Review

This policy will be reviewed every two years or earlier if required by legislation or operational changes.