



## **Member Privacy & Personal Information Policy**

GALSWA's (the Choir's) constitution describes a number of important aims. Two are:

- Provide a supportive and non-discriminatory environment which fosters musical and social interaction
- Promote pride in, and a positive image of, a Gay and Lesbian lifestyle

The first aim means that you can attend rehearsals knowing that your privacy can be maintained. Only other members will know you are in the Choir. It is very important that you feel safe coming to Choir.

The second aim means that the Choir will perform publicly, use the internet and work with traditional media organisations through text, audio, video and images. Members are not obligated to perform.

These two aims could be in conflict with each other. This document describes how your Committee will manage this.

Further, you provide your Committee with personal information. This document describes how we manage your personal information.

## **Images**

### **Determining your preference**

When you joined the Choir you may have ticked a box on the Membership form agreeing for your image to be used to promote the Choir. If you chose not to tick this box then we will respect that choice, within the terms of this policy.

### **Members who have agreed to their image being used**

Photographs and videos of you may be used without consulting with you, including on the GALSWA website, YouTube, Facebook and conventional media. Also, you may be recorded by others, such as the public, without our knowledge and there will be no control over this. However, your Committee will not name you in photos without seeking your permission each time.

## **Members who have not agreed to their image being used**

*Rehearsals:* You can attend rehearsals and your Committee will not do anything to compromise your privacy. We ask all members to respect the privacy wishes of their colleagues, in accordance with the Choir's aims and values on protecting privacy. Occasionally your Committee will need to take photos or video at rehearsal. We will use our best endeavours to make sure you can remain out of shot. Please assist us by removing yourself from staged photos, and stepping to the back or side of the Choir if a series of photos or videos are being taken during rehearsals.

*Performances:* We want to be 'out and proud' when we perform and will not be restricting the use of images taken during GALSWA performances. Photos and videos may be commissioned by the Choir, taken by members of the public or by the media. Performing with the Choir in public cannot be reconciled with a member's completely legitimate desire to remain unrecorded.

*Members' area at [galswa.org.au](http://galswa.org.au):* This area is only accessible to members. You are not obliged to appear in the member directory.

## **Taking photos of GALSWA members**

If you take photos or video at rehearsal you cannot assume that everyone is happy for their image to be shared on social media. If you are not absolutely sure it's OK, don't do it. Photos from performances may be freely shared, however you should not name a performer (or tag them on social media) without their consent.

## **Personal Information**

GALSWA is committed to protecting your privacy. We are bound by the *Associations Incorporations Act 2015*, the *Privacy Act 1988* and the [Australian Privacy Principles](#).

We only collect, hold and use personal information about you for purposes that relate directly to, and are necessary for, running the Choir. If you would like to update or amend the records Choir holds about you, please contact your Committee.

GALSWA will not disclose your personal information to anyone outside your Committee unless you explicitly approve or as otherwise required by law. When completing the GALSWA Membership form we ask you to nominate your preferred contact details for this register, noting that these details may be released to other members for choir-related purposes<sup>1</sup>. The register shall not be made available to any member or a third party for commercial reasons.

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<sup>1</sup> According to the Act, the Choir must maintain an up-to-date register of its members, and the register must include each member's name and a residential, postal **or** email address. Any GALSWA member is entitled to inspect the register free of charge. The member may also make a copy of, or take an extract from, the register but has no right to remove the register for that purpose. This access is available to members only for Choir related purposes.

Some of your personal information, such as your email address, may be stored on cloud-based online services used by your Committee for the Choir's website and email system. Your Committee will only use secure systems and will take reasonable care to ensure your privacy is respected.

If you wish to make a complaint about the way GALSWA has managed your personal information please make the complaint in writing to a member of your Committee or to the Australian Information Commissioner.

If you have any questions or concerns about your privacy and how that affects your participation in the Choir, speak to a member of your Committee.

If the Choir's records are unclear about your privacy wishes, a Committee member will be in touch.

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