Rotary District 9815

DISTRICT-WIDE

POLICY:

PRIVACY

Version 1.3

2 May 2026

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Version History and Authorisation

Version	Date	Changes	Authorised
Authorisation: Chair, Youth Leadership Awards RYLA/RYPEN Committe:		Barry Rrogers	
Signature			
Date		31 May 2026	
Lead authors		Mark Humphries, Chris Drenen, Barry Rogers — governance@rotary9815.org.au	
Next scheduled review		June 2027	

Help for non-English speakers

If you need help to understand this document, please contact your local Rotary club, or telephone the Translating and Interpreting Service (TIS National) on 131 450.

1. About this Document

This document applies to Rotary International District 9815 (Incorporated Association No. A0123504V; ABN 11 298 508 921). It combines the District's Privacy Policy, Website Terms and Conditions, and Donations terms in a single document.

Notes on legislative citation accuracy and items still requiring attention before publication appear at the end of this document.

2. Privacy Policy

Introduction

Your Privacy is important to us. Your Trust is important to us. If we ask for your personal information, we only ask for personal information that we need. If you give us your personal information, we will treat it in accordance with our Privacy Policy.

Rotary International District 9815 is committed to providing quality services to you, and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of the Office of the Australian Information Commissioner at www.oaic.gov.au.

Scope of this Policy

This Policy applies to Personal Information we collect:

- On our website at https://rotary9815.org.au;
- In email, text and other electronic messages between you and the District;
- Through our membership database, event registration systems and other District platforms (see Use of ClubRunner and Other Platforms below);
- In person, by telephone or by post, in the course of District events, programs and administration.

This Policy does not apply to information collected by:

- Individual Rotary, Rotaract, Interact or other clubs within the District, which maintain their own privacy practices;
- Rotary International, The Rotary Foundation, or Rotary Foundation Australia, which are governed by their own privacy policies;
- Third-party websites linked from our website, which have their own privacy policies.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. We collect several categories of information from and about users of our website and participants in District activities, including:

- Information that personally identifies you, such as your name, postal address, email address, landline and mobile telephone numbers;
- Information that is about you but does not individually identify you, such as gender, language preferences, areas of expertise, and Rotary classification;
- Technical information about your visits to our website, including your IP address, operating system, browser type, traffic data, and the pages and resources you access (see Cookies and Automatic Data Collection below).

This Personal Information is obtained in many ways including correspondence, by telephone, by email, via our website, from membership and event registration forms, from publicly available sources, and from Rotary clubs within the District.

How we use your Personal Information

We use the Personal Information we collect, or that you provide to us, to:

- Fulfil the District's obligations to members of Rotary clubs and Rotaract clubs within the District, program participants, and other individuals and entities;
- Administer District membership records and synchronise data with Rotary International;
- Plan, organise and run District programs, including Rotary Youth Exchange (RYE), Rotary Youth Leadership Awards (RYLA), Model United Nations Assembly (MUNA), Interact, Rotaract, and District grants and global grants;
- Plan, organise and run District events, including the District Conference, Changeover, training seminars, and other meetings;
- Process donations, financial transactions and grant applications, and issue tax receipts;
- Communicate with members about District news, programs, events and other organisational messages;
- Support The Rotary Foundation, Rotary Foundation Australia, and the District's Charitable Services projects;
- Comply with our legal obligations under Australian law;
- Any other purpose that you have consented to, or for which you would reasonably expect us to use your information.

We may also use your Personal Information for secondary purposes that are closely related to the primary purpose, where you would reasonably expect such use or disclosure.

When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

The District may collect sensitive information in limited circumstances, such as health and dietary information for District events, medical declarations for Rotary Youth Exchange or RYLA participants, or working with children check status for volunteers in youth programs.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained;
- For a secondary purpose that is directly related to the primary purpose; and
- With your consent, or where required or authorised by law.

Where the District holds health information, the District also complies with its obligations under the Health Records Act 2001 (Vic) and the 11 Health Privacy Principles.

Collection from Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties — for example, by your Rotary club, by an event organiser, or by a referee or sponsor for a Rotary program application. In such cases we will take reasonable steps to ensure that you are made aware that the information has been collected, the purposes for which it has been collected, and your right of access to it.

Cookies and Automatic Data Collection

As you navigate through and interact with our website, we may automatically collect certain technical information about your equipment, browsing actions and patterns. This information helps us to estimate audience size, understand which content is most useful, recognise returning visitors and improve the website.

The technologies we use for automatic data collection include cookies — small files placed on your device by your browser. You may refuse to accept cookies by adjusting the appropriate setting on your browser, but if you do so some parts of the website may not function properly.

If our website uses Google Analytics or similar third-party analytics services, you can opt out using the Google Analytics Opt-out Browser Add-on available at https://tools.google.com/dlpage/gaoptout.

We do not collect personal information through cookies, but we may link automatically collected information to Personal Information that you have provided to us through other means.

Disclosure of your Personal Information

We may disclose aggregated information that does not identify any individual without restriction.

We may disclose your Personal Information:

- To the Rotary club or Rotaract club within the District in which you are a member, if applicable;
- To Rotary International and The Rotary Foundation, to meet District program requirements and other Rotary obligations (read Rotary's privacy policy at rotary.org/privacy);
- To Rotary Foundation Australia, in connection with tax-deductible donations and grants;
- To contractors, service providers and other third parties we engage to support District operations, who are bound to keep Personal Information confidential and use it only for the purposes for which we disclose it to them;
- To comply with a court order, law or legal process, or to respond to a government or regulatory request;
- Where we believe disclosure is necessary or appropriate to protect the rights, property or safety of members of Rotary clubs or Rotaract clubs in the District, participants in District programs, the District itself, Rotary International, or others;
- With your consent, or for any other purpose disclosed by us at the time you provide the information.

Use of ClubRunner and Other Platforms

The District uses ClubRunner for its membership management software and to publish parts of its website, maintain its membership database, manage events, and synchronise data with Rotary International. The District may also use a separate event registration platform for some District events.

ClubRunner is a privately held company headquartered in Oakville, Ontario, Canada. By using our website or being recorded in the District membership database, your Personal Information may be transferred to, stored on, and processed by ClubRunner's systems outside Australia. Where the District uses a separate event registration

platform, similar overseas processing may apply depending on the platform's location. These are overseas disclosures of Personal Information for the purposes of Australian Privacy Principle 8.

ClubRunner's privacy policy is available at https://site.clubrunner.ca/Page/privacy-policy. Where a separate event registration platform is used, that platform's privacy policy will be available from the platform itself. The District takes reasonable steps to ensure that any platform we engage handles Personal Information in a manner consistent with the APPs.

Your Choices and Opt-outs

We provide the following choices about how your Personal Information is used and disclosed:

- Cookies and tracking — you can adjust your browser settings to refuse some or all cookies, or to alert you when cookies are sent;
- Marketing and promotional communications — if you do not wish to receive marketing or promotional emails from the District, you may unsubscribe at any time using the link included in those emails, or by contacting the District Secretary;
- District news and updates — members may opt out of general District communications by contacting the District Secretary, but please note that this may affect our ability to keep you informed about your Rotary membership.

Access to your Personal Information

You may access the Personal Information we hold about you and request that it be updated or corrected, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Rotary International District 9815 will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information. In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Data Security

We have implemented measures designed to protect your Personal Information from accidental loss and from unauthorised access, use, alteration and disclosure. These include physical, administrative and technical safeguards appropriate to the sensitivity of the information.

Where access to parts of our website or membership systems is protected by a password, you are responsible for keeping that password confidential and for not sharing it with others.

Despite these measures, the transmission of information via the internet is not completely secure. We cannot guarantee the security of Personal Information transmitted to our website, and any transmission is at your own risk.

If we become aware of an eligible data breach as defined in Part IIIC of the Privacy Act, we will notify affected individuals and the Office of the Australian Information Commissioner in accordance with the Notifiable Data Breaches scheme.

Personal Information will be stored in the District 9815 Microsoft Office 364 tenancy. Data is housed on Australian Servers and is therefore subject to Australian legislation.

Retention and De-identification

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify it. Where we are required by law (for example, by the Income Tax Assessment Act 1997 (Cth) or the Associations Incorporation Reform Act 2012 (Vic)) to retain records for a minimum period, the relevant Personal Information will be retained in secure form for the period required, and will be destroyed or de-identified after that period expires.

Children and Youth Programs

The District operates a number of programs involving people under the age of 18, including Rotary Youth Exchange, Rotary Youth Leadership Awards, Interact, and the EarlyAct program. The District is committed to protecting the privacy of young people who participate in these programs, consistent with Rotary International's youth protection policies.

We do not knowingly collect Personal Information from a person under 18 without the consent of a parent or legal guardian. Where consent is required, we will seek it from the parent or guardian before collection.

If you believe we have collected Personal Information from a person under 18 without appropriate parental or guardian consent, please contact the District Secretary so that the information can be reviewed and, if appropriate, deleted.

The District will comply with the Children's Online Privacy Code being developed under the Privacy and Other Legislation Amendment Act 2024 (Cth) once it is in force.

Policy Updates

This Policy may change from time to time and is available on our website. The date this Policy was last revised will be noted at the bottom of the Policy. It is your responsibility to review this Policy for any changes.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, or if you believe that we have not adhered to it, please contact the District Secretary at: secretary@rotary9815.org.au.

If you are not satisfied with our response, you may refer your complaint to the Office of the Australian Information Commissioner (www.oaic.gov.au).

3. Website Terms and Conditions

Our Website

This is the website of Rotary District 9815. You should review the contents of these Website Terms and Conditions before proceeding to visit, access, view or use the website and before acquiring any products or services referenced on the website, including third party products from third party providers.

By using the pages in this website, you agree to these Terms and Conditions. If you do not agree, you should not use this website. We may change or update these Terms and Conditions from time to time, and the current version will be available on the website.

Third Party Websites

Facebook, X (formerly Twitter), and other third party websites which are linked to this website are not covered by these terms, and may have their own terms and conditions, privacy policy or similar documents. If you choose to access these third party linked sites, you do so at your own risk.

Rotary District 9815 is not responsible for and will not be liable in respect of the content or operation of those websites or any of the goods, services or content that they describe. Rotary District 9815 is not responsible for and will not be liable in respect of any incorrect link to an external website.

Submissions On or Via Our Website

Any material you send to us on or via the website (including without limitation any data, questions, comments, suggestions, ideas or other information) will be deemed to be non-confidential and non-proprietary, unless it is indicated to be otherwise. We will be entitled to use any such material which has not been indicated to be confidential or proprietary for any purpose we see fit without compensation to you.

You agree that you will not submit any information unless you are legally entitled to do so.

Restrictions on Use

You must not attempt to change, add to, remove, deface, hack or otherwise interfere with the website or any material or content displayed on the website. Without limiting the foregoing, you must not add any content to the website:

- Unless you hold all necessary rights, licences and consents to do so;
- That would cause you or us to breach any law, regulation, rule, code or other legal obligation.

Permission to Use Content

For permission to use text information or photographs from this website in a manner other than that stated above, please contact us at secretary@rotary9815.org.au.

If you have any questions about this website, or if you find any errors, please contact us at secretary@rotary9815.org.au.

Disclaimer

Subject to the remainder of this section, Rotary District 9815 does not warrant the accuracy, adequacy, reliability or completeness of the information and materials in this website and expressly disclaims liability for errors or omissions in such information and materials.

Any representation, warranty, condition, guarantee or undertaking that would be implied in these terms by legislation, common law, equity, trade, custom or usage is excluded to the maximum extent permitted by law.

Australian Consumer Law

Nothing in these terms excludes, restricts or modifies any consumer guarantee, right or remedy conferred on you by the Australian Consumer Law, being Schedule 2 to the Competition and Consumer Act 2010 (Cth) (ACL), or any other applicable law that cannot be excluded, restricted or modified by agreement.

To the fullest extent permitted by law, the liability of Rotary District 9815 for a breach of a non-excludable guarantee is limited, at Rotary District 9815's option, to:

- In the case of goods supplied or offered by us, any one or more of the following: the replacement of the goods or the supply of equivalent goods; the repair of the goods; the payment of the cost of replacing the goods or of acquiring equivalent goods; or the payment of the cost of having the goods repaired; and
- In the case of services supplied or offered by us, any one or more of the following: the supplying of the services again; or the payment of the cost of having the services supplied again.

Prohibited Uses

You agree that, in accessing and using this website, you will not engage or attempt to engage in any of the following:

- Downloading (other than ordinary page caching by your browser) or modifying this website or any portion of it;
- Impersonating or falsely claiming to represent any person or organisation;
- Using the website for commercial purposes, including selling, marketing, advertising or promoting goods or services, without the District's express written permission;
- Framing this website without the District's express written permission;
- Posting, linking to, or otherwise distributing any unlawful, infringing, defamatory, obscene, indecent, or harassing material, or any material that infringes the rights of another person;
- Bypassing or attempting to bypass any security mechanisms imposed by the website;
- Deleting or altering any attributions, legal notices, trademarks or copyright marks on material contained in the website;
- Posting or transmitting any material that contains a computer virus or other harmful code;
- Using any data mining robots, scrapers, extraction tools, metatags or mirrors in connection with the website.

Access and Communication

Subject to any non-excludable consumer guarantees provided for in the Australian Consumer Law, the District does not warrant that you will have continuous access to this website and will not be liable if the website is unavailable to you at any time. While the District takes reasonable precautions to protect information transmitted via this website, the District cannot and does not guarantee the security or confidentiality of communications transmitted via the internet.

Termination of Access

The District may at any time terminate or restrict your access to this website or to any feature of this website for any reason, including for breach or alleged breach of these Terms and Conditions, in its sole discretion and without prior notice.

Jurisdiction and Governing Law

These Terms and Conditions are governed by and must be construed in accordance with the laws of the State of Victoria, Australia. You submit to the exclusive jurisdiction of the courts of the State of Victoria and of the Commonwealth of Australia in respect of all matters arising out of or relating to these Terms, their performance and their subject matter.

International Use

The District makes no representation or warranty that any content accessible through this website is appropriate or available for use in locations outside Australia. If you choose to access this website from outside Australia, you do so at your own risk and are responsible for compliance with all applicable local laws.

Severability

Each provision of these Terms and Conditions is severable from the others. If any provision is held to be invalid or unenforceable, that provision will be severed and the remaining provisions will continue in full force and effect.

4. Donations

Rotary International District 9815 (Incorporated Association No. A0123504V; ABN 11 298 508 921) is an incorporated Not-for-Profit entity in Victoria. Where the District holds Deductible Gift Recipient (DGR) status, donations of $2 or more will be tax deductible in accordance with Australian tax law.

Conditions of Donation

Donations to Rotary District 9815 must be voluntary, unconditional and not the result of, or subject to, a contractual obligation or pre-existing agreement. Donations are non-refundable and not subject to GST.

Donors and their associates must not receive any material benefit, advantage, right or privilege and must not act on an expectation that a material benefit, advantage, right or privilege will be returned to them in return for their donation.

Acceptance of Donations

Rotary District 9815 welcomes gifts and donations from the community, businesses and organisations that support its objectives. We may, however, decline a donation at our discretion without giving a reason. In particular, we may decline a gift where:

- The cost of acceptance would be greater than the value of the donation;
- The offer of the gift is dependent on fulfilment of any conditions inconsistent with these terms;
- The source of the funds is not consistent with Rotary District 9815's objectives or values; or
- The donor intends the donation to be spent on electoral expenditure or on the creation or communication of electoral matter.

Allocation of Donations

Donors may nominate a Rotary District 9815 initiative or project as the preferred recipient of their donation. Rotary District 9815 is not obliged to allocate any donation to a preferred project or initiative; however, we will take into account donor wishes.

The proceeds of your donation may be applied to activities undertaken directly by Rotary District 9815 or by third parties funded by Rotary District 9815 with the intention that the funds will be used by that third party to undertake activities consistent with the District's objectives.

Donation Errors and Disputes

All complaints, grievances and disputes will be treated seriously and in a timely manner, having due regard to procedural fairness and confidentiality. All parties are expected to participate in any dispute resolution process in good faith.

If you believe that there has been an error with your donation, you should email us at secretary@rotary9815.org.au so that we can resolve your query quickly. Any issues should be directed to Rotary District 9815 in the first instance so that we can attempt to resolve the matter. If you are not satisfied with the outcome you can still refer it to your financial institution which may obtain details of the disputed transaction and may lodge a claim on your behalf.

Payment Security

Where a payment application that stores, processes and/or transmits data is used to receive payment, we will endeavour to provide an environment which is compliant with appropriate data security and cybersecurity standards.

Donor Privacy

We will not sell, trade or share a donor's Personal Information — including name, telephone number, email address or postal address — with non-Rotary third parties, and we will not send donors mailings on behalf of unrelated organisations. Donor Personal Information is handled in accordance with this Privacy Policy.

5. Legislative Citation Accuracy

The following citations have been verified as current and accurate as at May 2026:

- Privacy Act 1988 (Cth) — in force; remains the principal federal privacy legislation. The 13 Australian Privacy Principles (APPs) are set out in Schedule 1.
- Australian Consumer Law — correctly cited as Schedule 2 to the Competition and Consumer Act 2010 (Cth).
- Health Records Act 2001 (Vic) — in force; applies to private sector handling of health information in Victoria.
- Privacy and Other Legislation Amendment Act 2024 (Cth) — in force; introduces incoming changes including APP 1.7 on automated decision-making (commences 10 December 2026), the statutory tort for serious invasions of privacy (in force), and the Children's Online Privacy Code framework (under development).

Application of the Privacy Act to District 9815

The Privacy Act 1988 (Cth) and the APPs apply to private sector organisations with an annual turnover of more than AUD $3 million, plus certain other entities such as health service providers. Most Rotary districts fall below this threshold and so are not legally bound by the Act.

The original District 9820 policy nonetheless stated that the district had "adopted" the APPs. This is a permitted voluntary opt-in (see s 6EA of the Privacy Act), and is best practice. The current draft preserves this voluntary adoption. Confirm whether District 9815 wishes to formally opt in under s 6EA — which makes the APPs legally binding on the district — or simply state that it follows the APPs as a matter of policy without opting in.

Victorian Legislation

District 9815 is incorporated in Victoria, but the principal Victorian privacy statute — the Privacy and Data Protection Act 2014 (Vic) — applies only to the Victorian public sector and to private contracted service providers acting on behalf of public sector bodies. It does not apply directly to a Rotary district. The Victorian Information Privacy Principles (IPPs) under that Act therefore are not cited in this Policy.

The Health Records Act 2001 (Vic) does apply to private sector organisations in Victoria that handle health information, and the District complies with that Act in respect of any health information it holds (see Sensitive Information above).