



Bats Qld (Flying Foxes & Microbats) Inc.

Privacy Policy and Confidentiality Agreement

POLICY:

This Policy sets out how Bats Qld (Flying Foxes & Microbats) Inc. ("BATS QLD") uses and protects information regarding its members.

BATS QLD collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

BATS QLD will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its Executive Committee and members.

It is BATS QLD's policy that the personal information of its members will not be released to outside organisations without the member's permission.

BATS QLD members with access to personal information of other BATS QLD members must preserve it in a restricted and confidential nature.

What information does BATS QLD collect?

BATS QLD may collect the following information:-

- BATS QLD
- Contact information including residential and postal address, email address, contact telephone numbers
- Rehabilitation permit details
- Training information
- Conflicts of interest
- Disciplinary action
- Other relevant permit/license details
- Other information relevant to the member's volunteer work

What we do with the information we gather?

BATS QLD requires this information in order to operate an efficient wildlife rescue and rehabilitation organisation. Information regarding its members will be used by BATS QLD for the following purposes (but without limitation):-

- Maintenance of a membership database
- Dissemination of organisation and wildlife related information to members by mail or email
- To satisfy reporting requirements to the Department of Environment and Heritage protection
- Development and maintenance of the BATS QLD rescue list for the purpose of operating the BATS QLD emergency telephone hotline
- For the effective placement of flying foxes and microbats by BATS QLD Coordinators
- For the effective placement of flying foxes and microbats by wildlife facilities (such as Currumbin Wildlife Hospital and RSPCA Qld) with licensed/permitted wildlife rehabilitators

What security measurements are in place?

BATS QLD is committed to ensuring that personal information of its members is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from members.

The role of key BATS QLD positions

BATS QLD consists of an elected Executive Committee including President, Vice-President, Secretary, Treasurer and Committee Member. The Executive Committee also appoints other key positions from time to time including Coordinators. This Policy shall apply to all elected and appointed positions.

This Policy also applies to other key volunteers that have access to this information and includes volunteer telephone operators and administrative volunteers.

PROCEDURE:-

The only occasion when information may be released externally is in response to a subpoena or other court order, or on demand from Police/Customs/Taxation Officials, where such information must be produced under a statutory provision.

A BATS QLD member may also authorize BATS QLD to make information regarding themselves available to outside sources.

The following general guidelines apply to all key positions within BATS QLD:-

- Each member should have access to personal information relating to him/her other than where divulging such information may be prejudicial to the interests of BATS QLD or that of a third party on a confidential basis.

- Access to a member's personal file and computerised BATS QLD record (including address, volunteer history, rescue/rehabilitation records etc.) is restricted to appropriate members of the BATS QLD Executive Committee, or such other person(s) that the Executive Committee shall decide at a Committee Meeting and thereafter such information will be provided as appropriate.
- As a guide it is expected that members of the Executive Committee should have access to the records of all members. The Executive Committee may delegate the same level of access to support volunteers where appropriate, however responsibility for maintaining confidentiality remains with the Executive Committee members. Should the Executive Committee wish to delegate access to the membership database, this shall be agreed upon at a Committee meeting and minuted accordingly.
- Key volunteers within BATS QLD may be required to have access to certain personal information reading members in order for them to undertake their role such as volunteer telephone operator or Coordinator etc.
- Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, may subject the member to disciplinary action and/or prosecution, according to the procedures set by BATS QLD and/or any applicable laws of the State of Queensland and applies regardless of whether the volunteering activity is in process or has completed.

Additional Guidelines for Executive Committee Members

Committee members will be privy to a wide range of information emanating from incoming correspondence, emails and Committee meetings.

Information provided to and discussed between Committee members is often of a confidential or delicate nature and should not be disseminated to BATS QLD members without agreement from the BATS QLD Executive Committee.

This policy is to ensure that personal information that may offend members or which may be deemed to be slanderous, is not disseminated to other members.

BATS QLD has a zero tolerance on gossiping and it is expected that all BATS QLD Executive Committee members will uphold this to the highest degree.

Consequences for Breach of Policy

Any member that is found to have breached any aspect of this Policy, shall be deemed to be in breach of their responsibilities as a BATS QLD member. The BATS QLD Executive Committee, can at its discretion, instigate disciplinary action which may result in the termination of that member's position within the organisation.



Bats Qld (Flying Foxes & Microbats) Inc.

Confidentiality Agreement

Version 1 (January 2015)

I hereby agree and acknowledge:-

1. That during the course of my volunteer work with BATS QLD there may be disclosed to me certain sensitive and confidential information pertaining to BATS QLD and its members including (but without limitation) personal information, membership database, rescue lists, sponsor details, financial and marketing plans.
2. That I agree that I shall not during, or at any time after volunteering with BATS QLD, use for myself or others, or disclosure or divulge to others, any confidential information relating to members or any other proprietary data of BATS QLD except to the extent that it is required by law to disclose it.
3. That I will not disclose confidential information relating to the organisation to any third party without first seeking advice and/or approval from the BATS QLD Executive Committee in writing.
4. That I will not disclose personal information of any BATS QLD member to any third party without first seeking the written or verbal permission of that BATS QLD member to do so. Disclosure of this personal information will generally only be appropriate in the operation of the BATS QLD emergency telephone hotline to facilitate the efficient rescue of flying foxes or microbats.
5. That upon me ceasing to volunteer with BATS QLD, that I shall return to BATS QLD any and/or all information, documents and property of BATS QLD including but not necessarily limited to reports, manuals, correspondence, membership lists, sponsor details, computer programs and all other materials and all copies thereof. I further agree that I shall not retain copies, notes or abstracts of the foregoing.
6. That I understand that any breach of confidentiality or failure to abide by BATS QLD's zero tolerance on gossiping, is a serious breach of trust which may lead to disciplinary action and in some cases civil action. In signing this Agreement, I acknowledge that I understand my duties to maintain confidentiality.

My signature signifies I agree to these terms and will abide by, adhere to and honour all of the above.

.....
Signature

.....
Full Name (Please print)

.....
Date

