



Victorian Bands' League Inc.

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Example Privacy Statement for VBL Bands

Member bands may wish to adopt the following Privacy Statement by completing the relevant details as appropriate. For further information about information privacy go to www.privacy.vic.gov.au

1. The [Band Name] collects personal information for the purposes of band and player registration, contest management, advising members about activities or other activities that may be of interest to members.
2. The [Band Name] collects this information through membership forms and other forms which may be distributed to members from time to time.
3. Such forms are to be completed in writing or by electronic means and provided to the Honorary Secretary [or another appropriate person]. The [Band Name] takes no responsibility for the security of information sent via email or over the Internet.
4. The type of information collected may include, but is not restricted to name, address, phone numbers, email addresses, date of birth, musical history, and details of equipment loaned by the band to the member.
5. The [Band Name] will use and disclose the information collected only for the purpose for which it was collected, or a related purpose that the person or organisation from which the information was collected would reasonably expect. Such related purposes may include the provision of information to the Victorian Bands' League Incorporated in order to facilitate player registrations or contest management; or the provision of information to authorised members of band committees so that players can be contacted and advised of performances or rehearsals etc.
6. The [Band Name] will keep the information collected accurate and up-to-date to the best of its ability through the collection of forms from member bands and individuals on a regular basis.
7. Any member may view the information held about themselves by [Band Name] at any reasonable time by making a verbal or written request to the Honorary Secretary or President. If the information held by the [Band Name] is inaccurate, the [Band Name] will endeavour to have the information corrected as soon as practicable.
8. The [Band Name] may assign a unique identifier to each member for the purposes of player registration and contest management. Such identifiers shall not be able to be matched with other unique identifiers from other sources.
9. Further information about this information privacy statement or how it is applied to members of the [Band Name] can be obtained by making a request to the Honorary Secretary or President or writing to:

[Band Name]
[Band Address]