

Privacy Act Implementation Rules for

Donnybrook Balingup Chamber of Commerce Members

Introduction:

Under the Privacy Act the Chamber is exempt as it is a small business and does not fall under any of the exceptions that require it to comply, however it does so because:

- some members provide personal contact email addresses as their business address.
- it is appropriate for the Chamber to execute its responsibilities in a professional manner.
- the Chamber should not just work within the law but within the spirit of what is expected.
- we wish to provide an example our members.

The chamber is required to provide a list of members to any member that requests it, in accordance with the Assoc. Inc. Act 1987 Item 27 Register of Members, however the Chamber does implement a member's opt-in via a statement on the membership form. Any contact list provided will pre-exclude opted out member details.

If you employ the use of commercial emails to other chamber members you are required to do so implementing these rules.

Responsibilities:

As a member you are expected to:

- Be aware of the Chambers Privacy Policy for the as is appears on the website at http://www.dbchamber.com.au/index_htm_files/Privacy2013.pdf
 - Be aware of the Privacy Fact Sheet 7 available at http://www.oaic.gov.au/publications/privacy_fact_sheets/Privacy_fact_sheet7_10steps_protect_personal_information.pdf
 - Deal with any complaints in a swift, professional and businesslike manner.
 - Notify the Chamber Secretary of any complaints received and the action taken.
- The Chamber reserves the right to expel members that do not comply with these rules.

Email rules:

- Under the Spam Act, all electronic commercial messages can only be sent with
 - a) the recipients consent,
 - b) must identify the sender,
 - c) include a functional unsubscribe mechanism.
- All general business notification emails sent to all or a subset of members should be sent with member email addresses in the BCC field so that other businesses email addresses are not viewable to any other business.
- All emails should adhere to basic email etiquette being:
 - brief & to the point,
 - should avoid using all capital letters,
 - courteous and non-offensive,
- A number of our Chamber members have limited download capability. Please do not attach large (over 1MG) documents or images. Use a suitable tool to compress them before sending.
- Be sure to identify yourself as a Chamber member in your email.
- Be sure to include an unsubscribe mechanism which should be automatic from the email.