

Darling Downs Pottery Club Privacy Protocol

Why we collect personal information:

We only collect personal information to be used in relation to activities of the DDPC. This means that your information will be used to facilitate small and larger group activities, connect you to other potters and to inform you of learning opportunities and experiences to develop your pottery skills. We also collect your information to facilitate contact so that we can foster a better understanding of and meet the needs of individuals who are members of the club. We also collect this information to comply with legal obligations.

What personal information do we collect?

The type of information we collect includes your name, email address and postal address, comments, feedback, and preferences (especially in relation to working parties as per the Membership Form).

We collect your information directly from you via the Membership Form. You have the option of not identifying yourself or using a pseudonym when you deal with DDPC. However, if you choose not to provide the information, it may impede contact with you in relation to club activities.

Disclosure of personal information to other parties:

Depending on consent on Membership Form, DDPC may disclose your name, phone number or email to other parties who are financial or honorary members of the DDPC. Your information will not be shared with external parties.

How DDPC might disclose your personal information:

DDPC may disclose your personal information for the purposes described above, or for related purposes which would reasonably be expected by you, or for purposes to which you have consented.

Generally, DDPC may use and disclose your information for the following purposes:

- Facilitate your participation in committee activities
- Facilitate your participation in forums, social events, and educational events
- Respond to your feedback
- To analyse and improve our club activities, communication, marketing, and performance.
- We will also provide you with communications and publications, in which we think may interest you
- To let you know about developments, our procedures, activities, and programmes

Accessing the information we hold about you:

You can obtain a copy of your personal information that we hold about you. To make a request to access this information, please contact us via email on the DDPC email address **toowoombapotters@gmail.com**

Updating your personal information:

We endeavour to ensure that personal information we hold is accurate, complete, and up to date. Please contact us on the club email if you believe the information, we hold requires correction or is out of date.

This policy will be reviewed from time to time to consider changes to our organisation, practices, and the legal environment.

This version is available at the DDPC members Facebook group **Darling Downs Potters Club – (Members)**.