



latrobesu.org.au

**LTSU clubs, societies and faculty societies privacy policy 2016:**

LTSU Inc uses your personal information for purposes associated with the administration of the clubs and societies program, and to keep you informed of activities and events associated with the clubs and societies program. The LTSU Clubs and Societies Officer, General Manager, and LTSU Executive use the contact details provided for correspondence regarding your club.

LTSU endeavours to use and promote your club's @latrobe.edu.au email address for all other correspondence, as this forwards on to all committee members as nominated. However, at times it may be necessary to share the contact details provided to carry out the club's stated purposes, and we may pass on these contact details to club members, La Trobe University staff members, or other appropriate bodies, where there is good reason to do so in order to abide by your responsibilities and purpose as a club.

The information provided is kept securely and not used for purposes beyond what is stated above. Committee members must consent to the privacy policy in order to take on a committee role. By signing the below you indicate that you are aware of and consent to the policy above.

Name	Signature
President	
Vice-president	
Treasurer	
Secretary	
Council Delegate	
Additional committee members	
Additional committee members	



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Public contact:

The Public Contact is the contact person used in the case of urgent contact requirements (e.g. media inquiries, safety inquiries, etc.), and as the first port-of-call for when a club member (or potential club member) has been trying to contact the club and not been getting any replies. These contact details will be the default contact details given out to legitimate inquiries when @latrobe.edu.au club email contact is not succeeding or fast enough for the club to meet its purpose or responsibilities. This person must be a student. This person is recognised as the spokesperson for the club for media inquiries.

The information provided is kept securely and not used for purposes beyond what is stated above. Each club must have at least one public contact, who must consent to the privacy policy in order to take on the role. By signing the below you indicate that you are aware of and consent to the policy above.

Name	Signature
Public Contact	