



PURPOSE AND SCOPE

This policy summarises the process of management of the Australian Chinese Medical Association Victoria Inc (ACMAV Inc) membership database.

POLICY

The staff of ACMAV Inc will follow the procedures outlined in this policy.

PERSON RESPONSIBLE

1. The Office Manager of ACMAV Inc will be responsible for maintaining the membership database of ACMAV Inc.
2. The Secretary of ACMAV Inc, as Public Officer, will report the membership numbers in the Annual Statement form to Consumers Affairs Victoria at the end of the financial year.

KEEPING MEMBERSHIP DETAILS UPDATED

1. The Office Manager will contact the member using:
 - a. Telephone
 - b. Email
 - c. Fax
2. The following 2 questions are asked:
 - a. If their current contact details on the database are up to date, including:
 - i. Postal address
 - ii. Telephone number
 - iii. Email address (for e-newsletter)
 - b. If they are a current financial member:
 - i. If not, to encourage them to sign up and obtain credit card details
3. The Office Manager will update the membership database with the new:
 - a. Contact details
 - b. Financial status
4. The Office Manager will remove any record of credit details or contact details by shredding the documents (so that the only record is in the secure membership database).
5. The Office Manager will send copy of the updated membership database to the Newsletter Editor at newsletter@acmav.org.
6. This process should be repeated at the end of every financial year.



Australian Chinese Medical Association (Victoria) Inc.

澳洲維省中華醫學會

Policies and Procedures – General

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PRIVACY OF MEMBER DETAILS

1. The membership database should be kept on a computer that is password protected to protect the privacy of members. This database should also be backed up using a secure backup method which should also be password protected or encrypted.
2. All documents containing member contact details must be kept under lock and key at all times. Once information has been transferred to the electronic database, such documents must be shredded.
3. Any credit details provided for payment must not be kept on record. Documents containing such information must be shredded.

Approver President of ACMAV
Authorizer ACMAV Inc Committee
Author Secretary of ACMAV Inc