

AGTV Recordkeeping Policy 2024

The AGTV does not have an office. The Committee relies on third-party digital media services to remotely manage the day to day operation of our Association including member management, event registration, invoicing, online banking services, video conferencing and the dissemination of information. Information is also stored on third-party servers, and on the computer hard drives or cloud services of the AGTV, committee members and support staff.

Scope

The AGTV Recordkeeping Policy outlines the way the Committee collects, administers, stores and disposes of information collected for the services we provide to members and others, and to comply with legal requirements and regulations.

Policy

The Committee is committed to protecting the information we collect, store and administer. Information we record is confidential and only used for the purpose it was collected.

The Committee conducts risk management assessments of third-party providers of digital services we use to collect, store and administer information.

The Committee stores information through third-party digital service providers, which may be downloaded to or uploaded from computers and/or printed for lawful purposes.

The Committee is committed to protecting the personal information of members and others using our services and will take reasonable steps to reduce the risk of unauthorised use or access to that information. We may be required to disclose personal details to meet legal obligations.

The Committee keeps registers for different purposes including member management and the coordination of the AGTV BJR Student Exchange to comply with legal obligations.

We retain records to comply with legal obligations and for historical purposes, and dispose of others appropriately or as required to comply with a legal directive.

Responsibilities

The AGTV is led by a volunteer Committee who oversee all activities of the Association. The Committee is responsible for taking reasonable steps to ensure the security of information collected and that recordkeeping procedures of the Association comply with the policies of the AGTV and legal obligations.

The Committee must conduct risk assessments prior to authorising the use of third-party providers and digital media services to support the work of the Association, including those used for recordkeeping and financial management of the Association. The Committee will take reasonable steps to ensure the appropriate handling and security of information on computers.

The Committee authorises digital media managers, convenors of subcommittees and other support staff to collect and administer information for specified purposes, and who must follow the policies of the AGTV when handling information.

Being a not-for-profit incorporated association and under our own Rules, the Secretary, Treasurer and Assistant Secretary have specific recordkeeping responsibilities for the Association.

The AGTV is a registered Student Exchange Organisation (SEO) with the Victorian Registration and Qualifications Authority (VRQA) to offer the AGTV BJR Student Exchange program with the Bayerischer Jugending (BJR – Bavarian Youth Council) in Germany. The Committee appoints an AGTV Coordinator to administer the exchange with the support of a subcommittee. The AGTV Coordinator is responsible for the management of records for the exchange program.

AGTV Recordkeeping Procedures

General Recordkeeping

The Committee must take reasonable steps to ensure records are kept up to date, records are securely maintained, and that records are disposed of appropriately.

The Committee must ensure the:

- membership register is kept up-to-date;
- financial records are kept for 7 years;
- record of a critical incident is kept for at least 2 years after the incident;
- records are disposed of appropriately.

The Committee must:

- conduct risk assessments of digital media services to inform a decision to use a digital service, and complete these on an ongoing basis;
- develop processes for the Committee, members and others to use to maintain the privacy of personal details and security of records;
- inform members and others sharing information with the Committee or support staff about why information is being collected and how it will be used;
- maintain registers to fulfill legal obligations;
- provide individuals with the opportunity to inspect their personal information and update their details if they change;
- ensure at least two people have administration access to Associations websites (this may include a third party e.g. web hosting company);
- ensure records kept by the Committee or support staff are handed over if they are no longer responsible for the records;
- ensure records are properly deleted or destroyed.

Registers

The Committee must:

- ensure registers are regularly updated by the person/s responsible;
- take reasonable steps to protect the security of data;
- only use information on registers for the purpose for which they are kept;
- only share information for the purpose for which the information was collated;
- make registers available upon request to fulfill legal obligations.

Recordkeeping of the Secretary

The Secretary must:

- maintain a register of members
- maintain a Conflict of Interest register
- maintain a register* of WWC clearance for committee members and others
- maintain an AGTV Policy Register

- file documents and agreements related to the Association e.g. MoUs, insurance policies
- ensure minutes are taken and maintain records of general meetings;
- submit the annual report to Consumer Affairs within one month after the AGM
- receive, record and report on correspondence to the Secretary
- support maintenance of communication channels of the Association.

* The Executive must verify the WWC clearance of the Committee and other volunteers working with children or young people to deliver services other than for the AGTV BJR Exchange.

Recordkeeping of the Assistant Secretary

The Assistant Secretary must:

- take or ensure minutes are taken of committee and executive meetings;
- maintain a digital and print file of minutes of committee meetings.

Recordkeeping of the Treasurer

The Treasurer must ensure accurate financial records are maintained that:

- correctly record and explain transactions, financial position and performance
- keep the invoices, receipts, bank statements and other records of financial activities
- allow for 'true and fair' financial statements to be prepared for committee meetings and the annual general meeting
- financial records are kept for 7 years

The Treasurer will:

- monitor accounts for suspicious activity;
- check records to confirm the financial currency of members;
- oversee the issue of invoices and collection of payments to the Association

Recordkeeping of the President and Vice-Presidents

The President and Vice-President must:

- maintain the Critical Incident register
- maintain the Risk Management Plans register
- maintain the Complaints and Appeals register

Recordkeeping of the AGTV Coordinator of the AGTV BJR Student Exchange

The AGTV Coordinator must:

- maintain the Local Area Coordinators register*
- maintain the School Liaison Officers register*
- maintain Register of Host Families*
- maintain the Attendance at Training register
- maintain a register* of emails of host families of alumni exchange students
- maintain an Exchange Incident register for the exchange and report on incidents to the Committee
- complete the VRQA Outbound Exchange Student register and forward to the VRQA

*These registers will include the WWC clearance, which must be verified.

Deletion or Destroying of Records

Deleting means deleting digital files from cloud services and computers.

Destroying records means rendering records unreadable e.g. shredding

Retention or disposal of AGTV Records

Financial and membership records must be kept for at least 7 years.

Critical Incident Register information must be kept for at least 2 years after a specific incident.

Records approved by the Committee to be kept for historical purposes.

Records and registers related to AGTV BJR exchange students and host families involved in the AGTV BJR exchange program must be deleted or destroyed* after the completion of each exchange round.

*Email addresses of parents/guardians are kept for future correspondence related to the AGTV BJR alumni.

Resources

Consumer Affairs Victoria: Incorporated Associations

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations>