PRIVACY

Your privacy is important to us and your association is committed to ensuring that it is protected

Introduction

In this notice, RAEME Association - Queensland Region includes Sub Branches, Sub-Committees of the Association and other like associations that have expressed a desire to be associated with the RAEME Association - Queensland and are listed in the Strategic Plan of the RAEME Association - Queensland and observe its constitution.

Collection of your personal information

As from 21 December 2001, the Privacy Amendment Act 2000 (Private Sector) amends the Privacy Act 1988 and requires organizations to make their information privacy policies readily available. The RAEME Association - Queensland collects personal information on our members and maintains membership records to better assist in the delivery of support and other services, which it provides as an association. It is the Association's policy to ensure that only relevant information is collected. Some information may be collected to help the Association with internal management and for promoting the Corps, planning and organizing reunions and social activities. Information collected by the Association is stored securely and will only be accessed by authorized personnel.

Use of information

Your information is held in strict confidence. The Association maintains a simple database under the control of the Chairman of the Membership Committee and will only use personal information for the purpose of planning activities, promoting the Corps, organizing reunions and other social activities. It may be used for reasonable secondary purposes, which include:

- providing address details to other members of the Association trying to find old friends;
- to assist the raising of funds for the Association.

The only personnel authorized to provide personal information to appropriate individuals and authorities is the executive committee, in particular, the Chair of the Membership Committee.

Disclosure of your information

Your personal information is only disclosed for purposes related to the reasons for which it was collected or for purposes consistent with your reasonable expectations. We will only disclose personal information for another purpose with your consent or if the law allows us to do so. There are exceptional circumstances under the Privacy Act where we are permitted to disclose information without your consent. These include:

- where there are reasonable grounds to believe that disclosure is necessary to prevent a threat to health or life; or
- the disclosure is authorized by law or reasonable necessary to enforce the law.

Accuracy - How to access, correct and update information

As explained above, you have a right to access our records to determine what personal information we hold about you. If you think that any information the Association holds is inaccurate, then please contact the Chair of the Membership Committee, on members@raemeqld.org who will take steps to ensure that it is corrected.

Security

To protect your confidential information, the Association maintain physical, electronic and other safeguards to comply with professional standards and the requirements of the Privacy Act. Unfortunately, no data transmission over the Internet can be guaranteed to be secure. If you are sending us any sensitive information, including your email address, then it is sent over the Internet at the individual's risk.

Complaints

If you have any concerns or complaints, please contact the Chairman of the Association at chairman@raemeqld.org If you are still dissatisfied you may contact the Federal Privacy Commissioner at GPO Box 5218, Sydney NSW 1042, or the Privacy Hotline on 1 300 363 992, or via the website at www.privacy.gov.au