

Privacy Policy

The QCSA is committed to maintaining the privacy of our members and this document outlines our obligations to you in respect of how we manage your Personal information.

We are guided by the 10 National Privacy Principles (NPPs) as outlined contained in the Privacy Act 1988. The NPPs came into effect on the 21st of December 2001. The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your personal information.

A copy of the National Privacy Principles may be obtained from the website of the office of the Federal Privacy Commissioner at www.privacy.gov.au.

What is Personal Information and why do we collect it?

Personal Information is information that identifies an individual.

Examples of Personal Information that we collect include: names, addresses, email addresses, phone numbers and signatures. This information is collected as outlined by the Standing Committee of Management from time to time. We do not guarantee the security of information that is supplied via any third party link from our website or promoted via any other means.

The QCSA collects your personal information for the primary purpose of providing the necessary services of the association to you as a member. We may also use your Personal Information for secondary purposes that are closely related to our primary purpose, in circumstances where you would reasonable expect such use or disclosure. You will be given the opportunity to unsubscribe from our mailing / marketing lists at any time, all you need to do is let us know.

When we collect Personal Information we will, where appropriate and where possible explain to you why we are collecting it and how we plan to use it.

Sensitive Information

Sensitive information is defined in *the Privacy Act* to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained;
- For a secondary purpose that is directly related to the primary purpose;
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take all reasonable steps to ensure that you are made aware of the information provided to us by such third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

NPP 6 provides you with the right to access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please make out your request to us by email.

The QCSA will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing such information.

Maintaining the Quality of your Personal Information

It is an important part of providing our services to you that your Personal Information is up to date. NPP 3 provides that we take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date.

It is important that you advise us at the earliest opportunity of any changes to your Personal Information so that our records can be updated.

Policy Updates

This Policy may change from time to time. The **QCSA** Privacy Policy is available on our website or to anyone who requests it.

Complaints

You can lodge a complaint with us about any breach of our Privacy Policy and our privacy obligations to you by contacting us.

Privacy Policy Enquiries

If you have any queries about our Privacy Policy please contact the QCSA via email at: secretary@qcsa.org.au