

Reconciliation Tasmania Privacy Policy



Introduction

Reconciliation Tasmania is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. We follow the Australian Privacy Principles contained in the Privacy Act 1988, www.oaic.gov.au.

Collection of Personal Information

Personal Information is information that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone and mobile numbers.

Personal Information is obtained through membership applications, registration for events (e.g., NRW breakfasts), by telephone or by email communications, from media and publications, from other publicly available sources, and from third parties. When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Use of Members Register

We collect your Personal information for the primary purpose of keeping a Reconciliation Tasmania Register of Members so that we can notify our AGM and other obligations as members of RT. We also provide and promote information to our members of events and RT services. You may unsubscribe from our mailing list at any time by clicking the 'unsubscribe' button on any of our email notifications.

The following principles apply:

- This register is the property of Reconciliation Tasmania
- The register can only be shared to current office holders of Reconciliation Tasmania and may not be shared outside of Reconciliation Tasmania other than pursuant to a lawful demand
- The register is only to be used for communicating with Reconciliation Tasmania members about services, for purposes of conducting elections within Reconciliation Tasmania, or for inhouse statistical purposes
- Communications must be sent using the blind carbon copy (BCC) address panel. The only exception is where the communication takes place between a small number of members who are known to each other, for example, intra-board discussions

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, and
- with your consent; or where required or authorised by law.

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Responsible Person	MS/CA	Scheduled review date	06/2023



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 reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised 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.

Updating your Personal Information

It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate and complete. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Reconciliation Tasmania

Info@rectas.com.au

0456 631 108

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