

SIRA Privacy Policy

January 2015



This Privacy Policy sets out the way in which we manage your personal information and safeguard your privacy. It applies to the Scotland Island Residents' Associations (SIRA), its Committee and Subcommittees, SIRA services and third parties such as contractors.

SIRA takes all reasonable and appropriate steps to protect the privacy of individuals as required by the Australian Privacy Principles (APP) set out in the [Privacy Act 1988](#) as amended by the [Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#).

Information we collect about you

The kind of information that we typically collect and hold may include:

- Information provided when applying for membership, or changing membership details (such as name and contact details).
- Information provided by members and non-members to SIRA through public forums, workshops, meetings, other events, surveys, email campaigns, social media and the website.
- Information provided when registering for in any upcoming events.
- Information provided when using SIRA services.

The way we use your information

We collect and store personal information for the following purposes:

- To process applications for membership and invoice you for dues and services;
- To organise and conduct SIRA's business, events, meetings and to otherwise effectively manage the membership of SIRA;
- To comply with our constitutional requirements (e.g. issuing notices of general meetings, membership renewal and voting right notifications);
- To engage and communicate with specific members and non-members who have indicated that they wish to be involved/informed about various specific issues;
- To keep members and non-members informed about SIRA activities; or
- To publish in the SIRA Committee contact directory (in relation to elected representatives and Subcommittee leaders).

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Non-Disclosure of your Personal information:

SIRA will not disclose your personal information to any other party or organisation unless one or more of the following reasons apply:

- You have given us consent to do so;
- SIRA is required by law to do so;
- There are grounds to believe disclosure will prevent a threat to life or health;
- That a person or third party is providing a service to, or for SIRA and is required to maintain the same or similar privacy legislation principles;

Access to and correction of Personal Information:

- We will provide you with access to any of your personal information we hold;
- If you need to correct your personal information, please contact the Secretary at secretary@sira.org.au;
- To access information held about you, you will need to provide proof of identity.

How to contact us

You can advise us of your request for access or to correct or remove your information by contacting our Secretary at secretary@sira.org.au, or by writing to: The President, SIRA, P.O. Box 70, Church Point, NSW 2015.

Security of your Personal Information

- SIRA makes all reasonable efforts to ensure that the information held is protected against misuse, loss, or unauthorised access, modification or disclosure;
- All members of the SIRA Committee and Subcommittees as well as any third parties delivering service (contractors), will be required to sign a Confidentiality Agreement in case they are required to view or handle your personal information.

Lodging a Privacy Complaint?

- Should you have a concern regarding your personal information held by SIRA, please contact us by email at secretary@sira.org.au;
- Or write directly to: The President, SIRA, P.O. Box 70, Church Point, NSW 2105;
- Your complaint will be addressed, privately by at least two officers appointed by the SIRA Committee of Management. After investigation of your concerns a report and/or proposed resolution will be presented to you;
- If, after the above steps have been followed, you are still dissatisfied with the outcome you may refer the complaint to the Office of the Federal Privacy Commissioner.

Changes to this Privacy Policy

SIRA may, from time to time, review and amend this privacy policy. We reserve the right to change this privacy policy at any time.