



# **POWERtalk Australia Incorporated**

## **PRIVACY POLICY**

**2020**

# POWERTalk Australia Privacy Policy

## RESPONSIBILITIES

The POWERTalk Australia Board is responsible for the implementation of this policy.

The POWERTalk Australia Board is responsible for reviewing this policy as and when the need arises.

All members of POWERTalk Australia are responsible for observing confidentiality procedures.

### **1 Protecting Privacy**

Your privacy is important to POWERTalk Australia. This privacy policy provides information about the personal information that POWERTalk Australia collects and the ways in which they may use, hold and disclose the personal information.

### **2 Privacy Policy**

This describes the way that POWERTalk Australia, hold and disclose personal information. Personal information is information that identifies you or could identify you. Protecting personal information is fundamental to the Association's relationship with the members. All personal information received in connection with membership is treated seriously.

### **3 Information Collected and Stored**

- Your name, address, email address, contact phone number, the date of joining, membership number and website log-in.
- Personal information is currently stored by the members of the POWERTalk Australia board at National level. A member register is kept with the Public Officer of POWERTalk Australia in New South Wales as is required by the Fair-Trading Act 1987. Members who have a Board role at any level have their information shared on the POWERTalk Australia Roster which is sent to members. Clubs share contact information of members with club members only. At all times any information shared is under the proviso that the information is for internal use and must not be shared externally.
- There is a separate Email Procedure which can be found in the Members' Section on the website.

#### 4 Complaints

At all times, privacy complaints

- Will be treated seriously
- Will be dealt with promptly
- Will be dealt with in a confidential manner

Investigation into your complaint will commence upon receipt of a completed POWERtalk Australia Grievance Form which can be found in the Members' Section of the POWERtalk Australia Website. You will be informed of the outcome of your complaint within a reasonable period following completion of the investigation.