



## PRIVACY POLICY

*This document is extracted in full, from the RSLWA By-Laws (section 12) available at:  
<https://www.rslwa.org.au/media/attachments/2023/04/19/002-by-laws---as-at-march-2023.pdf>*

RSLWA is subject to the *Privacy Act 1988*. All applications for Membership are to incorporate a Consent and Privacy Statement.

### PRIVACY STATEMENT

We recognise the importance of your privacy and are committed to protecting personal information about you which we hold. This privacy policy describes how we manage your personal information and safeguard your privacy.

#### Collecting personal information about you

We only collect personal information that is necessary for us to perform our functions and which is provided by you in your application for Service Membership and/or in any request you make for other services.

The kinds of personal information we collect and hold about you will depend upon the type of services requested. However, it may include:

- Information you give us when you apply for membership or request a service from us;
- Information you give us when you apply to become a volunteer or staff member (for example: information about you received from the referees which you nominate); and
- Communications between us and you.

We also collect some information from you when you use our National and State Branch Office website. The only personal information which we collect about you when you use our website is what you tell us about yourself, for example, by completing an online form or by sending us an email. We will record your email address if you send us an email.

#### Using and disclosing your personal information

Information provided by you will only be used in respect of assisting us to obtain the particular service for which you have requested. We respect your privacy. We will only use or disclose your personal information for the purpose for which you provided it to us, unless we have your consent or it is required or authorised by law.

We may disclose your personal information to:

- Organisations to whom we outsource information, such as information technology functions;
- Otherwise as you have consented; and
- Otherwise as required or authorised by law.

#### Access to your personal information

In most cases, you can gain access to personal information that we hold about you.

All requests for access to your personal information will be handled by our privacy access officer who can be contacted through the CEO.

We will deal with all requests for access to personal information as quickly as possible. Requests for a large amount of information, or information which is not currently in use may require further time before a response can be given.

In some cases, consistently with the National Privacy Principles, we may refuse to give you access to personal information we hold about you. This includes circumstances where giving you access:

- would have an unreasonable impact on other people's privacy;
- would prejudice negotiations we are having with you;
- would prejudice an investigation of unlawful activity; or
- would prejudice activities carried out by, or for, a law enforcement agency.

If we refuse to give you access we will provide you with reasons for our refusal. Generally, if you request us to do so we will amend any personal information about you held by us which is inaccurate, incomplete or out of date.

If we disagree with you about the accuracy, completeness or currency of a record of your personal information held by us, we will take reasonable steps to associate with that record a statement to the effect that you claim this to be the case, if you request us to do so.

**What to do if you would like more information about the way we manage personal information or wish to complain about a breach of your privacy**

You can get more information about the way we manage personal information about you which we hold by contacting the CEO. If you are concerned that we may have breached your privacy and wish to complain, please contact the CEO.

**Changes to our Privacy Policy**

From time to time it may be necessary for us to review our privacy policy. We reserve the right to change our privacy policy at any time. We may notify you about changes to this privacy policy by posting an updated version on our website.