

# Privacy Policy



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<b>Policy Area</b>	Governance
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<b>Related Documents</b>	G04.1 Privacy Procedures G06.2 Committee Confidentiality Agreement G09 Record Management Policy

## **INTRODUCTION**

The Committee of the United Maine Coon Fanciers of Australia, hereby referred as UMCFA, is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is defined by the UMCFA as information which directly or indirectly identifies a person or a breeding cat.

## **PURPOSE**

The purpose of this document is to provide a framework for UMCFA in dealing with privacy considerations.

## **POLICY**

### **YOUR PRIVACY IS IMPORTANT**

UMCFA is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012

UMCFA collects and administers a range of personal information for the purposes of fulfilling its Mission Statement. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

UMCFA recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in this document, which is compliant with the Privacy Act 1988 (Cth).

UMCFA is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum. UMCFA will

- Collect only information which the organisation requires for its primary function of fulfilling its commitment to the Mission Statement;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

### **WHAT KIND OF INFORMATION DOES UMCFA COLLECT AND HOW DOES UMCFA COLLECT IT?**

The type of information UMCFA collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Contact details collected during membership applications
- Members' breeding related contract information lodged with UMCFA
- Submitted health test results of members' breeding cats

### **HOW WILL THE UMCFA USE THE PERSONAL INFORMATION YOU PROVIDE?**

UMCFA will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

In relation to direct marketing, UMCFA will use your personal information for direct marketing where you have provided that information, and you are likely to expect direct marketing: only then you will be sent direct marketing containing an opt out. We will always obtain your consent to use sensitive information as the basis for any of our direct marketing.

### **UPDATING PERSONAL INFORMATION**

UMCFA endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by UMCFA by contacting the Secretary of UMCFA at any time.

## **MARKETING AND FUNDRAISING**

**UMCFA** treats marketing and seeking donations for future growth and development of UMCFA as important. Personal information held UMCFA may be disclosed to an organisation that assists in UMCFA's fundraising, for example, online competitions and promotions.

# Appendix

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### G04.1 PRIVACY PROCEDURES

# PRIVACY PROCEDURES

## RESPONSIBILITIES

UMCFA's Committee is responsible for developing, adopting and reviewing this policy.

UMCFA's Committee is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

## PROCESSES

### COLLECTION

UMCFA will:

- Only collect information that is necessary for the performance and primary function of UMCFA to fulfil its Mission Statement.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible.
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected.
- Collect sensitive information only with the person's consent. (Sensitive information includes health information, health test results of a cat and information any Code of Ethics or Code of Conduct issues that may be under investigation.
- Determine, where unsolicited information is received, whether the personal information could have been collected in the usual way, and then, if it could have, the personal information will be treated normally. (If the personal information could not have been collected in the usual way, it must be destroyed, and the person whose personal information has been destroyed will be notified about the receipt and destruction of their personal information).

## USE AND DISCLOSURE

UMCFA will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, UMCFA will obtain consent from the affected person.
- In relation to a secondary purpose, use or disclose the personal information only where:

- a secondary purpose is related to the primary purpose and the individual would reasonably have expected the UMCFA to use it for purposes; or
- the person has consented; or
- certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.
- In relation to personal information which has been collected from a person, use the personal information for direct marketing, where that person would reasonably expect it to be used for this purpose, and UMCFA has provided an opt out and the opt out has not been taken up.
- In relation to personal information which has been collected other than from the person themselves, only use the personal information for direct marketing if the person whose personal information has been collected has consented (and they have not taken up the opt-out).
- Provide all individuals access to personal information except where it is a threat to life or health or it is authorized by law to refuse and, if a person is able to establish that the personal information is not accurate, then UMCFA must take steps to correct it. UMCFA may allow a person to attach a statement to their information if UMCFA disagrees it is inaccurate.
- Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information or associating a statement regarding accuracy with the personal information.

## **INFORMATION STORAGE**

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure.
- Ensure that UMCFA data is up to date, accurate and complete.

## **DESTRUCTION AND DE-IDENTIFICATION BY UMCFA**

Destroy personal information once it is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.

- Change information to a pseudonym or treat it anonymously if required by the person whose information UMCFA holds and will not use any government related identifiers unless they are reasonably necessary for UMCFA functions.

## **DATA QUALITY**

UMCFA will:

- Take reasonable steps to ensure the information UMCFA collects is accurate, complete, up to date, and relevant to the functions UMCFA perform.

## **DATA SECURITY AND RETENTION**

UMCFA will:

- Only destroy records in accordance with the organisation's Records Management Policy.

## **OPENESS**

UMCFA will:

- Ensure stakeholders are aware of UMCFA's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

## **ACCESS AND CORRECTION**

UMCFA will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

## **ANONYMITY**

- Allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable, as determined by the UMFCFA committee, to deal with them on this basis.

## **MAKING INFORMATION AVAILABLE TO OTHER ORGANISATIONS**

UMCFA can:

- Release information to third parties where it is requested by the person whose information it is.

## **BREACHES OF THE PRIVACY POLICY**

Breaches of the Privacy Policy is considered to be very serious.

Where the Committee, by majority, is of the opinion that any member of UMCFA has persistently refused or neglected to comply, wilfully breached the Privacy Policy; or acted in a manner prejudicial to the interest of The Association; the Committee may, at a Committee Meeting, decide to have the matter heard by a Disciplinary Subcommittee, under Division 2 of the UMCFA Constitution.

Any resolution will take effect immediately on the resolution being passed by the Disciplinary Subcommittee.

A member may appeal to the Committee in writing against a resolution passed within 48 hours, under Rule 23 of the UMCFA Constitution, from the conclusion of the Disciplinary Subcommittee, by lodging with the Chairperson of the Disciplinary Subcommittee or Secretary a written appeal. The written appeal must include evidence that the member did not breach the Privacy Policy. The resolution served on the member is not affected by the member lodging an appeal and remains in force. The Appeal Disciplinary Subcommittee will be conducted under Rules 23 and 24 of the UMCFA Constitution within 21 days of the appeal being submitted.

This Privacy Policy forms part of the UMCFA By-Laws and is authorised under the UMCFA Constitution.