

Roseworthy Old Collegians Association

Privacy Policy

Overview

The Roseworthy Old Collegians Association (Association) respects the privacy of individuals and is committed to the collection, use, disclosure and management of, and provision of access to, Personal Information in a manner consistent with the standards contained in the Commonwealth *Privacy Act 1988* (the Privacy Act) and the Australian Privacy Principles.

Scope and Application

This Policy applies to all the Association's activities. The Association and the agents of the Association must comply with this Policy when collecting Personal Information on the Association's behalf and when using or dealing with Personal Information in the Association's possession.

Policy Principles

1. The Association's approach to collection of Personal Information

- (a) The Association will not collect Personal Information unless the information is reasonably necessary, or directly related to, the Association's functions or activities.
- (b) The Association will not collect Sensitive Information unless:
 - (i) with the individual's consent; or
 - (ii) if required or authorised by Australian law or court/tribunal order; or
 - (iii) an exemption exists under the Privacy Act.
- (c) The Association will collect Personal Information by lawful and fair means and, where possible, directly from the individual. The Association collects Personal Information in a number of ways including:
 - (i) from correspondence and submitted forms (including via on-line portals);
 - (ii) as part of any registration process;
 - (iii) direct contact in the course of providing services or administration of Association's activities; and
 - (iv) from publicly available sources, such as webpages, databases, social media and publications.
- (d) Personal Information collected by the Association may be held in hardcopy format, or electronic format stored on the Association's computing equipment or on third party servers.
- (e) At the time (or, if that is not practicable, as soon as practicable after) the Association collects Personal Information about an individual, and if requested

by the individual, the Association will provide a Privacy Statement to the individual.

2. How the Association may use and disclose Personal Information

- (a) The purposes for which the Association collects, uses and discloses Personal Information will vary depending on the nature of the relationship between the individual and the Association.
 - (i) Personal Information of members and donors
The Association may use this information to maintain communication, undertake fundraising, and publicly acknowledge donors (unless otherwise requested by the donor).
 - (ii) Personal Information of attendees of Association events or activities
The Association may use this information for promoting Association events or activities.
- (b) If the Association collects or discloses Personal Information other than for those purposes stated above, such other purposes will be notified to the individual in a Privacy Statement.
- (c) Other than the purposes stated above or in a Privacy Statement, the Association will only use or disclose Personal Information for purposes which are in reasonable contemplation or are permitted under the Privacy Act.
- (d) The Association may disclose Personal Information to the following types of third parties:
 - (i) Government departments and agencies to satisfy reporting requirements;
 - (ii) the University of Adelaide, to the extent such Personal Information is required by the University to enable the University to provide Alumni news and information;
 - (iii) external service providers, to the extent such Personal Information is required for the service provider to provide services to the Association (eg mailing house services; email services; externally hosted software and databases; surveys); and
 - (iv) collaborating parties, to the extent such Personal Information is required for the collaborative activity to be undertaken.

3. How the Association will manage Personal Information

- (a) The Association will take such steps as are reasonable in the circumstances to:
 - (i) ensure that Personal Information it collects is accurate, up-to-date and complete;
 - (ii) ensure that Personal Information the Association uses or discloses is, having regard to the purpose of the use or disclosure, accurate, up-to-date, complete and relevant;
 - (iii) protect Personal Information in its possession from misuse, interference, loss, and unauthorised access, modification or disclosure; and
 - (iv) destroy Personal Information if the Personal Information is no longer needed or required to be retained under any law, regulation or requirement of the Association.

4. How individuals may seek access to or correction of Personal Information

- (a) The Association will, upon request by an individual, give the individual access to Personal Information about them held by the Association, unless the Association has a legitimate reason for refusal.
- (b) The Association encourages Members to notify the Association of any changes to their Personal Information by the use of self-serve system provided by the Association's website. If individuals do not disclose changes or update their Personal Information, this may affect the Association's ability to administer records or provide services for those individuals.
- (c) Other individuals who desire access to Personal Information about themselves held by the Association may submit a request to the Association by email to roca.committee@gmail.com. The Association will process requests in accordance with the Freedom of Information Policy.
- (d) The Association will respond to requests for correction within a reasonable period after the request is made.

Definitions

Australian Privacy Principles are contained in the Privacy Act.

Personal Information is defined in the *Privacy Act 1988* (Cth) as 'information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether true or not and whether recorded in a material form or not.' The types of Personal Information the Association collects and holds will depend on the circumstance and relationship between the individual and the Association. Personal Information collected by the Association is:

- (a) name
- (b) address (residential, postal and email)
- (c) phone number
- (d) date of birth
- (e) gender
- (f) academic and/or employment record (to establish membership eligibility)
- (g) records of donations and transactions

Privacy Act means the *Privacy Act 1988* (Cth).

Privacy Statement means a notification to an individual at or before the time (or, if that is not practicable, as soon as practicable after) the Association collects Personal Information, that addresses the following points, as are reasonable in the circumstances:

- (a) the full name of the Association and the contact details of the Association;
- (b) the purposes for which the individual's Personal Information is collected;
- (c) any law that requires the individual's Personal Information to be collected;
- (d) any third parties to which the Association may disclose the individual's Personal Information and whether any such party is located overseas;

- (e) any consequences for the individual if all or part of the Personal Information is not provided; and
- (f) that the Association's Privacy Policy is available on the Association's website.

Sensitive Information is defined in the *Privacy Act 1988* (Cth) as:

(a) information or an opinion about an individual's:

- (i) racial or ethnic origin; or
 - (ii) political opinions; or
 - (iii) membership of a political association; or
 - (iv) religious beliefs or affiliations; or
 - (v) philosophical beliefs; or
 - (vi) membership of a professional or trade association; or
 - (vii) membership of a trade union; or
 - (viii) sexual orientation or practices; or
 - (ix) criminal record
- that is also Personal Information;

(b) health information about an individual; or

(c) genetic information about an individual that is not otherwise health information; or

(d) biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or

(e) biometric templates.

Policy Control Information

Policy custodian	President
Responsible policy officer	Secretary
Approved by	Committee
Related legislation	Privacy Act 1988 (Cth)
Effective from	1 January 2025
Review Date	31 December 2028