

IGOGA PRIVACY POLICY – JULY 2002

The kinds of personal information the organisation holds

- Contact address.
- First name, last name, middle initial, previous name.
- Husband/partner's name/initial.
- Email address.
- Phone number.
- Years of attendance at IGGS.
- Offers of assistance as a volunteer.
- Job/profession.
- Children's names.

The main purposes for which the organisation holds the information

- To enable IGOGA to contact individual/s by mail or other reasonable means to deliver regular newsletters.
- To notify individuals of events such as reunions.
- To enable IGOGA to contact by mail or other reasonable means to commemorate particular occasions.
- If IGOGA does not have accurate personal information, such as contact details, it is possible that an individual may miss a copy of GAB or an invitation to an IGOGA or IGGS event.

Whether the organisation contracts out services that involve disclosing personal information

Not applicable

How an individual can complain about a breach of privacy including a contact number in the organisation

- Notify the organisation (IGOGA) in writing at PO Box 61 Ivanhoe Victoria 3079.

The organisation's contact details

- IGOGA, PO Box 61 Ivanhoe Victoria 3079.

How the organisation handles requests for access to personal information

- Where requested, IGOGA will notify an individual, within a reasonable time, of the records held pertaining to that individual. In determining what is reasonable, factors including school and public holidays may affect the time taken to perform this task. Individuals requesting information should request this in writing from PO Box 61 Ivanhoe Victoria 3079.

Collection

- The organisation will collect information which is necessary for its functions and activities. This will include: name (including previous name and partner/husband's name), address, contact details, year of leaving IGGS, notification of volunteer status.

- Where necessary, IGOGA may use commonly available public records to assist in updating contact details.
- Where necessary IGOGA may contact known relatives to assist in updating contact details.

Use and disclosure

- IGOGA may disclose information to IGGS. This will include address and name changes. This may include notification of volunteer status or other relevant information.
- IGOGA may disclose statistical information to other organisations where requested.
- IGOGA may include news received from members in its newsletter, after taking reasonable steps to verify the accuracy of all reports.

Data quality

- IGOGA will take reasonable steps to maintain records accurately.
- IGOGA will make changes to records when notified by reasonable means.
- IGOGA will consult commonly available public records to assist in updating contact details.

Data security

- IGOGA will take reasonable steps to maintain all records safely.

Openness

- IGOGA will publish their Privacy Policy in appropriate locations.
- IGOGA will notify members and other interested parties of the IGOGA Privacy Policy and the means by which the IGOGA Privacy Policy may be accessed.
- IGOGA will publish contact address details to members and other interested parties.
- IGOGA will notify members and other interested parties how to complain about a breach of privacy including a contact address.

Access and Correction

- IGOGA will acknowledge requests for an individual's information in a timely manner and take reasonable steps to provide the individual with access to this information and, if requested by the individual, take reasonable steps to correct any information relating to the individual.

Identifiers

Not applicable to IGOGA

Anonymity

Not applicable to IGOGA

Transborder data flows

- IGOGA will not transfer information overseas without consent.