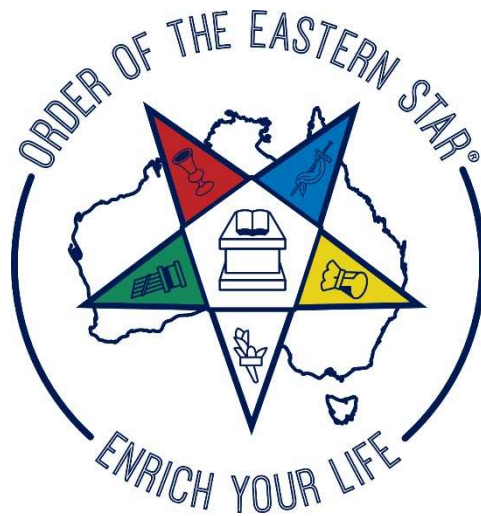


The United Grand Chapter of Australia

Order of the Eastern Star



PRIVACY

Introduction

The United Grand Chapter of Australia is committed to the welfare and security of all of its members and this policy outlines our ongoing obligations to all members in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au.

As a member of the Order of the Eastern Star in Australia, you are obligated under this policy to follow its principles when collecting, using, disclosing, storing, security and disposing of another member's personal information.

This Policy is to be reviewed by the UGCA Bye-Laws Committee annually to ensure currency of content is maintained.

What is Personal Information and why is it collected?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, date of birth, email addresses and phone (or mobile) contact details or your photograph.

This Personal Information is obtained in many ways including our Initiation or Affiliation forms, correspondences, via email or via our Website or Facebook page.

We collect your Personal Information for the primary purpose of supporting your membership or to promote our Order.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Your sensitive information is not collected for use by The United Grand Chapter of Australia.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- ★ Third parties where you consent to the use or disclosure; and
- ★ Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

The security of your Personal Information is important to us, but no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it. If you wish to access your Personal Information, please contact the Worthy Grand Secretary.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide membership support to you.

Reporting non-compliance to this policy

Members having evidence of another member's breach of this Policy will lodge a report using the "Report a Breach of a UGCA Policy" form ¹.

Ownership of this Policy

If you have any queries about this policy please contact the Policy Owner.

Document Title:	Privacy Policy
Effective From:	September 2018
Effective To:	Until rescinded, replaced or updated by the UGCA
Document Control:	UGCA-POL-016-V1.0
Policy Owner:	Worthy Grand Secretary

¹ This form is available for download from the UGCA website or from your Chapter Secretary