

Rotary International District 9710 Inc.

Privacy Policy

Australian Privacy Principles

Rotary International District 9710 Inc. (District and we and us) values and respects the privacy of individuals.

We intend to comply with the National Privacy Principles contained in the *Privacy Act 1988* whenever we collect personal information (as defined by the Act) from you.

Our Privacy Policy

In accordance with the National Privacy Principles:

1. We will only collect personal information from you with your knowledge and consent.
2. We will only use personal information provided by you for the purposes for which it was collected.
 - 2.1. Where we collect personal information in order to process a payment through our banking system we will disclose personal information to:
 - 2.1.1. banks or other financial institutions involved in the transaction in order to complete:
 - 2.1.1.1. a payment being made by you to us; or
 - 2.1.1.2. a refund being made to you by us; and
 - 2.1.2. to host or organising organisations which may or may not be Rotary Clubs or organisations to facilitate their hosting functions and to allow direct communications with you.
 - 2.2. Where we collect personal information in order to maintain our register of Members and Associate Members or to allow us to administer the operations of the District that information will be used for one or more of the following purposes:
 - 2.2.1. maintaining our register of Members and Associate Members
 - 2.2.2. enabling publication of District Directories and or similar documents or other publications for use by Rotarians or Rotary Clubs in this District or other Rotary entities
 - 2.2.3. communication with you from the District as represented by the District Governor, District Governor Elect, District Governor Nominee, District Governor Nominee Designate, District Secretary, District Treasurer or those about to assume those offices for the purposes of administration of the District and the programs of Rotary International, Rotary International District 9710 Inc. or other programs deemed appropriate by the above named representatives or the District Board of Directors
 - 2.2.4. where you hold an office in your Rotary Club to allow the District or its leaders to communicate with you about your leadership role/s responsibilities or portfolios
 - 2.2.5. to facilitate the collection of monies necessary to administer and or operate the District and which are authorised to be collected according to the rules of the District
 - 2.2.6. to facilitate all Clubs email – but only where that has been specifically approved by those actually holding the offices listed in 2.2.3 above.

- 2.3. Where we collect personal information for other purposes we will disclose that purpose either at the time your personal information is collected or as soon as practicable afterwards
3. We will not disclose your personal information to a third party other than Rotary organisations or entities or bodies except as described in 2. above without your consent.
 4. We will not disclose your personal information to other institutions and authorities except as described in 2 and 3 above unless required to do so by law or other regulation.
 5. We will remove personal information from our records when it is no longer required (except when archiving is required or it is otherwise required by law or regulation to be retained by us and then it will only be retained for as long as we are required to retain it).
 6. We will use our best endeavours to protect the personal information that we have under our control from unauthorised access and improper use.
 7. We will use our best endeavours to ensure that personal information we collect, use or disclose is as accurate, complete and as up to date as possible. You can assist us in this endeavour by maintaining the accuracy and currency of your information where the means to do so exists such as by using the District Website to update your personal information.
 8. You may access your information by request to us at the address disclosed on our District website as that of the District Treasurer at the time you make your request.
 9. We will correct information held by us if you tell us that personal information we hold is incorrect and you provide us with the correct information.
 10. We will not knowingly hold personal information outside of Australia
 11. We will not disclose or provide personal information to entities outside of Australia except for Rotary International, the Foundation of Rotary International and other Rotary affiliated organisations or entities for the purpose of administering Rotary, Rotary programs or maintaining required Rotary information. Where it may become necessary to do so we will advise you at the time of collection of your personal information or as soon as practicable after we become aware of the need to disclose personal information to an entity outside of Australia.

If you feel we have breached our Privacy Policy you should contact the District Treasurer at the address provided on the District Website for the District Treasurer in office at the time you are contacting us.

Disputes will in the first place be dealt with by applying the District's dispute resolution processes but will at all times be done by applying the *Four Way Test*.