

PRIVACY POLICY

The Independent Education Union of Australia NSW/ACT Branch (IEUA) has over 30,000 members and collects personal information in order to conduct its function of representing the industrial and professional interests of teachers, teacher aides, administrative staff, gardeners, cleaners, and maintenance staff working in non government schools, colleges and early childhood centres in NSW and the ACT.

The IEUA is committed to protecting our members and other people who deal with the IEUA. The IEUA keeps information regarding members that is necessary to:

- i. maintain accurate and correct membership records
- ii. allow the IEUA to communicate with members, and
- iii. enable the IEUA to represent members in both individual and collective matters as they arise from time to time.

The *Privacy Act 1988* (Cth) requires entities bound by the Australian Privacy Principles to have a Privacy Policy. This Privacy Policy that follows outlines the personal information handling practices of the IEUA as required by the Australian Privacy Principles.

1. Purpose of Privacy Policy

The purpose of this Privacy Policy is to explain how the IEUA will manage personal information and in the event of a loss of personal information, how it will respond. Personal information is data that could contribute to the identification of an individual. Personal data of employees of the IEUA held for the proper purposes of employment is not subject to this Privacy Policy.

2. Collection of personal information

The IEUA collects personal information from members and prospective members including; their name, address, contact information and details of employment, where we have received the person's consent to that information being collected, used, disclosed and stored by the IEUA in accordance with this policy, and provided that the collection is reasonably necessary for us to pursue one or more of our functions. Financial information reasonably necessary for the collection of membership fees is also collected.

Personal information collected by the IEUA allows us, for example, to assist a person with industrial relations and employment queries or complaints made against the person and inform the person about industrial, social and political campaigns.

Additional information may be requested from members to facilitate a specific industrial matter that relates to them. The IEUA only collects personal information, including any sensitive information that is necessary for or relates to the activities of IEUA.

Personal information can be collected by the IEUA through the following:

- IEU website
- social media
- telephone
- email
- fax
- in person
- in writing

A person may also supply personal information to the IEUA by responding to a survey, taking part in a competition, or signing up to a campaign.

We will only collect personal information directly from the person unless:

- the person has consented to the IEUA's collection of your personal information from third parties - for example, another union, your employer, external agencies, legal practitioner, one of our partners or sponsors, or your representatives
- we are legally required to do so
- it is unreasonable or impractical to do so.

3. Collection of and dealing with unsolicited personal information

The IEUA will request personal information as is reasonable for the purpose of recruiting new members and for maintaining a database of current members. If the IEUA receives any unsolicited personal information not reasonably required for one or more of our functions, the IEUA will notify the person that the IEUA is in possession of such information, why the information has been collected, any consequences for them and to whom such information might be disclosed. We will direct the person to this Privacy Policy and to their rights to correct or complain about the collection of such data.

Therefore, we will not be able to assist a person with a specific industrial enquiry or assist in a complaint against the person on an anonymous or pseudonymous basis. We will inform the person if this is the case and let them know the options available to them.

4. IEUA website

The Independent Education Union of Australia NSW/ACT Branch (IEUA) has its own public website - <https://www.ieu.asn.au> which collects personal information through a person's conduct on the website.

The web server makes a record of a person's visit and logs the following information for statistical purposes:

- the user's IP address
- the user's top-level domain name (eg .com, .gov, .net, .au, etc)
- the date and time of the visit to the site
- the pages accessed and documents downloaded
- the previous site visited
- the type of browser used.

We will collect personal information that a person provides to us when signing up to mailing lists and registering for our events, or when submitting feedback on their experience with our website.

Our websites may contain links to other websites and social media pages including Facebook, Twitter and LinkedIn. We are not responsible for the privacy policies of the entities responsible for those websites and we recommend that a person review the privacy policies applicable to any other websites they visit.

5. Disclosure of your personal information

The IEUA may disclose personal information, in connection with or to further the purposes outlined above to the following:

- government bodies or agencies (including the Fair Work Commission, NSW Education Standards Authority (NESA), the Fair Work Ombudsman, the NSW Ombudsman Office, Office of the Children's Guardian (OCG), Office of the Australian Information Commissioner, an anti-discrimination body, a work/occupational health and safety regulator, law enforcement agency)
- organisations to whom we outsource functions (including information technology providers, print service providers, mail houses, legal practitioners)
- the media with consent
- otherwise as the person has consented
- otherwise as required by law.

6. Storage and security of personal information

The IEUA takes steps to protect the security of the personal information held from both internal and external threats.

Wherever reasonably practicable, the IEUA holds electronic personal information on data servers in Australia. The data servers are password protected and login secured. However, by providing personal information to the IEUA, you consent to your information being stored and processed on a data server or data servers (such as cloud services) owned by a third party or third parties that may be located outside of Australia.

The IEUA takes measures to address risks of possible misuse of personal information. By keeping a record (audit trail) of when someone has added, changed or deleted personal information held in our electronic databases.

The IEUA will take reasonable steps to ensure that any third party providers comply with the Australian Privacy Principles (APP), or are subject to a law or scheme that is at least substantially similar to the way in which the APP's protect information.

Personal information collected from members and prospective members for the purposes of industrial representation will be retained in a hardcopy file dedicated to the member in IEUA access controlled premises. Hardcopy personal information is also archived offsite when a file is closed.

If the IEUA no longer requires a person's personal information for a specific purpose and we are not required to keep it to comply with any laws, we will take such steps as are reasonable in the circumstances to de-identify or destroy their personal information in a secure manner.

7. Accessing and correcting your personal information held by the IEUA

Under the *Privacy Act 1988* (Cth), a person has the right to ask for access to personal information that we hold about that person, and request that it be updated or corrected. To make a request, please write to or email the IEUA Privacy Officer.

We will ask the person to verify their identity before we give the person access to their information or correct it, and we will try to make the process as simple as possible. The IEUA must give a person access to their personal information and take reasonable steps to correct it if we consider it is incorrect, unless there is a law that allows or requires us not to.

If we refuse to give the person access to, or correct, their personal information, we must notify them in writing setting out the reasons for example the granting of access is legally prejudicial to another individual, entity or to the IEUA. The IEUA will seek to provide the person with access to their personal information within 30 days of receipt of their request.

If we make a correction and we have disclosed the incorrect information to others, a person can ask us to tell them about the correction. We must do so unless there is a valid reason not to.

8. How the IEUA will deal with complaints and data breaches

If a person wishes to complain to us about how the IEUA has handled their personal information, they should complain in writing to the IEUA Privacy Officer. The person should provide all details about their complaint as well as any supporting documentation.

If we decide that a complaint should be investigated further, the complaint will usually be handled by a more senior IEUA officer than the officer (if an internal breach) whose actions the person is complaining about.

The IEUA will acknowledge receipt of a person's complaint and then respond to the complaint within 30 days. If the person needs help lodging a complaint, they can contact the IEUA Privacy Officer.

A data breach occurs when personal information falls into the hands of unauthorised person/s. If we receive a report of a data breach (whether internal or external) we will determine what (if any) action we should take to resolve the complaint, including a report to affected persons and external authorities including the Office of the Australian Information Commissioner.

A data breach assessment will be undertaken by the IEUA Secretary or delegates(s) immediately following the identification of a data breach.

9. Definitions

personal information - means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

sensitive information - means information or an opinion about a person including their:

- credit card/banking details
- union membership (if any)
- religious beliefs or affiliations
- political opinions
- membership of a professional or trade association and/or union
- criminal record
- racial or ethnic origin
- sexual orientation
- any disabilities, illnesses or injuries the person may have
- health information
- genetic information about a person that is not otherwise health information.

10. Updates to the Privacy Policy


The IEUA Privacy Officer has oversight of the Privacy Policy and should be consulted for interpretations, resolution of problems and special situations.

This Privacy Policy will be updated in light of changes to the *Privacy Act 1988* (Cth), also when the personal information handling practices of the IEUA changes. A regular check of the IEUA website will ensure that the most recent version of the Privacy Policy is available to any person.

11. Privacy Policy History

Policy Name:	Privacy	Status:	Final
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3.5.19
Date


Secretary