

NATIONAL TRUST OF AUSTRALIA (TASMANIA)

MEMBERSHIP PRIVACY POLICY

PURPOSE:

The purpose of this policy is to provide for the consistent management of National Trust member personal information.

SCOPE:

This policy applies to the National Trust of Australia (Tasmania)

POLICY

Background:

The Commonwealth Privacy Act 1988 as amended requires the National Trust of Australia (Tasmania) to provide information to our members about the collection, use and disclosure of their personal information held by the Trust.

The Privacy Act establishes ten National Privacy Principles. Principle 5 requires that "An organisation must set out in a document clearly expressed policies on its management of personal information. The organisation must make the document available to anyone who asks for it."

The National Trust Membership Privacy Statement has been prepared in conjunction with the Privacy Act's National Privacy Principles.

Policy

1. The National Trust will adopt a Membership Privacy Statement. This is set out in Schedule 1.
2. The Membership Privacy Statement will be made available freely to any member upon request.
3. The National Trust will not disclose personal membership information to any third party.
4. The National Trust will take all reasonable steps to make sure that the personal information it collects and uses is accurate, complete and up-to-date.
5. The National Trust will take all reasonable steps to protect the personal information it holds from misuse, loss and from unauthorised access, modification or disclosure.

Review

This Policy will be reviewed no more than two (2) years from the date of approval.

Schedule 1 Membership Privacy Statement

The Commonwealth Privacy Act 1988 as amended requires the National Trust of Australia (Tasmania) to provide information to our members about the collection, use and disclosure of their personal information held by the Trust.

The National Trust Membership Privacy Statement has been prepared in conjunction with the Privacy Act's National Privacy Principles.

1 Collection

The National Trust of Australia (Tasmania) collects information from members such as title, full names, postal and street address, year of birth, post-nominals, telephone, facsimile and e-mail contact details (both private and business). Additional information is requested regarding volunteer interests, receipt of publications and credit card details (when paying by credit card). This information is collected directly from new and renewing members from membership forms.

2 Use of Information

This information is collected, held and used by the National Trust of Australia (Tasmania) for the purposes of servicing your membership and of providing information to you related to the Trust's activities. It is understood that the personal information/contact details you provide will be held and used for such purposes, in accordance with the National Trust of Australia (Tasmania)'s Membership Privacy Policy

3 Access and Correction of Information

You have the right to access the personal information the National Trust holds about you at any time (during normal business hours) and to provide any amendments where necessary. The National Trust tries to ensure that all information collected, stored or disclose is accurate, complete and up-to-date. Should your personal information change, please notify us as soon as practicable.

4 Disclosure of Information

The National Trust of Australia (Tasmania) will not disclose your personal information to any third party. The Trust does not sell, rent or exchange personal information with any other organisation

The Membership Privacy statement was adopted in September 2007 by the Board of the National Trust of Australia (Tasmania)