



**National Parks Association of Queensland Inc.
A.B.N. 60 206 792 095**

**Policy Statement – Privacy
(Policy P.1)**

1.0 Policy

1.1 The Personal Information That We Collect

1.1.1 When you join NPAQ as a member, we collect information from you about your name, gender, address (including email address), contact telephone numbers, and your interests. Collection of your date of birth is optional. If you pay your membership fees by credit or debit card, we also record your card details.

1.1.2 If you ask to be on one of our mailing lists, we collect information from you about your name, gender, email address and in some instances contact telephone number/s.

1.1.3 If you are a donor, we collect information from you about your name, gender, address (including email address), contact telephone numbers and credit card (if paying by card) or banking details (if paying by direct debit or transfer from your bank account to ours).

1.1.4 If you nominate to participate in an activity, we collect information from you about your name, address (including email address), whether you are over 18 years of age, telephone, emergency contact name and their telephone number, and any medical conditions that NPAQ needs to be aware of. If you pay for a weekend or extended activity by credit or debit card, we also record your card details.

1.1.5 If you are an NPAQ volunteer, we collect information from you about your name, address (including email address), contact telephone numbers, and (if you claim reimbursement of approved expenses) we will ask for your bank account details.

1.1.6 If you are an NPAQ volunteer who leads activities, we ask you to complete a Leader Self-Declaration Form and we collect additional information about your relevant medical details.

1.1.7 NPAQ staff for specific projects also collect and use information. They may contact you to invite you to be involved in project work, or to participate in events or information networks.

1.1.8 We may collect additional information about you as required for us to comply with Public Health Directions, the *Public Health Act* or other legislation.

1.2 How We Collect Personal Information

1.2.1 NPAQ only collects information when a member or potential member, donor, supporter, employee or volunteer supplies us with personal details either in person, by phone, online or using physical forms.

1.3 How We Hold Personal Information

1.3.1 NPAQ's Rules require that we collect names and residential addresses of members and keep them in a Register. The Association's Rules require that the Register be open for inspection by any member who applies to inspect the Register.

1.3.2 Information that we collect about you is held as long as it is needed to provide you with the service or information required, or until our legal obligation to hold information ends. We are legally required to keep records of all transactions that involve payment to us for seven years.

1.3.3 We store such transaction records securely on the NPAQ computer network which may be accessed only by authorised staff.

1.3.4 Access to our member and supporter databases is restricted to relevant staff.

1.3.5 Information which we collect in order to comply with Public Health Directions, the *Public Health Act* or other legislation will be held as required to comply with the Directions, Act, or legislation.

1.4 How We Use Personal Information

1.4.1 NPAQ publishes a regular e-newsletter in electronic form and a digital and printed magazine, as well as conservation campaign and fundraising mailers. You may choose to have your name and address/es removed from the distribution of one, several or all of these publications.

1.4.2 If you are a member of NPAQ, we are required to provide you with formal notification of Annual General Meetings and Special General Meetings. We must send these notifications to you either electronically or by post.

1.4.3 If you make a donation to NPAQ, we use the information that you provide to us to produce a receipt to you, which is tax-deductible for any donation of \$2 or more. We will also relevant parts of the information as required to comply with tax and charities legislation, and Australian accounting standards.

1.4.4 If you nominate to attend an NPAQ activity, your details and your emergency contact person's details will be placed on lists for the purpose of conducting the activity safely.

1.4.5 Any member who applies to inspect the Register of members is supervised and is not allowed to use any information that they obtain for advertising, political, religious, charitable, or commercial purposes. They are not allowed to disclose any information obtained to someone else. We may withhold information about a member if we have reasonable grounds for believing that the disclosure of the information would put a member at risk of harm.

1.4.6 We will not give your personal information to any outside organisations for marketing or other purposes. We may, however, be legally obliged to provide information about you in certain circumstances. For example, information collected to comply with Public Health Directions, the *Public Health Act* or other legislation will be used in accordance with the Directions, Act or legislation.

1.4.7 Our website may include links to other websites. We include these as a service. This does not mean that we endorse all content that appears on linked sites. Linked websites are not covered by this Privacy Policy. You will need to refer to linked sites for information about their Privacy Policies.

1.5 How You May Access Your Personal Information and Seek to Correct It

1.5.1 You may access your personal information held by NPAQ by writing to:

Post: The Secretary, National Parks Association of Queensland Inc, PO Box 1040, Milton, Qld 4064

Email: secretary@npaq.org.au

1.5.2 If you believe that there is an error in the information that we hold about you, you can apply to the Secretary at the above addresses asking for the information to be corrected.

1.5.3 In either case, the Secretary will reply to you within 7 days.

1.6 How You Can Make a Complaint If You Think Your Personal Information Has Been Misused

1.6.1 If you believe that your personal information that is held by NPAQ has been misused, you should immediately contact the Secretary outlining the circumstances. The contact details are:

Post: The Secretary, National Parks Association of Queensland Inc, PO Box 1040, Milton, Qld 4064

Email: secretary@npaq.org.au

1.6.2 The Secretary will reply within 7 days, and will then keep in touch with you to keep you informed of the progress of your complaint.