



Privacy Policy

GITA ANZ will take all reasonable and appropriate steps to protect the privacy of individuals as required by the *Information Privacy Act 2009* and the Information Privacy Principles contained in that Act. In particular we are committed to safeguarding the personal information entrusted to us by our members.

This policy outlines the principles and practices we follow in protecting your personal information.

What is personal information?

Personal information means information about an identifiable individual. This includes an individual's name, employer, job title, home or work address, contact phone numbers, email addresses.

What personal information do we collect?

We only collect personal information that we need for the purposes of managing GITA ANZ membership, communicating and running industry events and providing services to our members.

How do we use and disclose personal information?

We use and disclose personal information only for the purpose for which the information was collected.

We will not disclose your personal information to any other person or organisation unless one of the following reasons applies:

- You have given GITA ANZ your consent to do so.
- GITA ANZ is required by law or authorised to do so under a law.
- There are grounds to believe disclosure will prevent a threat to life or health.
- That person or organisation is providing a service to GITA ANZ and is required to maintain the same or similar privacy legislation principles. An example of this is:
 - Position Magazine - subscription (GITA ANZ members only)
 - Professional Conference Organiser - major event communications.

If we wish to use or disclose your personal information for any additional purpose, we will ask for your consent.

Bulk EMails

From time to time we will send bulk emails to GITA ANZ members and/or those persons registered on the GITA ANZ mail list. In undertaking this, we will ensure email addresses are NOT disclosed, i.e. emails will be addressed to undisclosed participants.

How do we safeguard personal information?

GITA ANZ will make every reasonable effort to ensure that personal information is accurate and complete.



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We rely however on individuals to notify us if there is a change to their personal information that may affect their relationship with GITA ANZ. If you are aware of an error in our information about you, please let us know and we will correct it on request wherever possible. In some cases we may ask for a written request for correction.

We protect personal information in a manner appropriate for the sensitivity of the information and make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorised access to personal information.

We retain personal information only as long as is reasonable to fulfill the purposes for which the information was collected.

Questions and complaints

If you have a question or concern about any collection, use or disclosure of personal information by GITA ANZ, or about a request for access to your own personal information, please contact:

Company Secretary
accounts@gita.org.au