

2.13 Privacy Policy

Purpose

Tasmanian Leaders is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

The purpose of this policy is to provide a framework for Tasmanian Leaders in dealing with privacy considerations.

Policy

Tasmanian Leaders collects and administers a range of personal information for the purposes of conducting our business.

Tasmanian Leaders is bound by laws which impose specific obligations when it comes to handling information. The organisation had adopted the following principles contained as minimum standards in relation to handling personal information.

Tasmanian Leaders will:

- Collect only information which the organisation requires for its primary function.
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered.
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent.
- Store personal information securely, protecting it from unauthorised access.
- Provide stakeholders with access to their own information, and the right to seek its correction.

Collection

Tasmanian Leaders usually collects personal information about individuals directly from those individuals or their authorised representatives.

We sometimes collect personal information from a third party or from a publicly available source, but only if:

- the individual has consented to such collection or would reasonably expect us to collect their personal information in this way, or
- if it is necessary for a specific purpose such as the investigation of a privacy complaint.

We only collect personal information for purposes which are directly related to our functions or activities and only when it is necessary for or directly related to such purposes.

Use and disclosure

We only use personal information for the purposes for which we collected it – purposes which are directly related to one of our functions or activities.

We do not give personal information about an individual to public, private or not-for-profit sector organisations or anyone else unless one of the following applies:

- The individual has consented.
- The individual would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, bodies or agencies.
- It is otherwise required or authorised by law.
- It will prevent or lessen a serious and imminent threat to somebody's life or health.

- it is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of public revenue.

Data security

Tasmanian Leaders takes steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure, and against other misuse.

When the personal information that we collect is no longer required, we destroy or delete it in a secure manner.

Individual choice in relation to access to information

Individuals can request access to the personal information that Tasmanian Leaders hold about them for the purposes of verification to correct or to update that information.

Individuals are able to opt out at any time from the Tasmanian Leaders media or network email lists, this can be done by contacting TL or using the unsubscribe options noted in our emails and newsletters.

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Policy Owner	Chief Executive Officer