



# *Retired Ambulance Association of Victoria Incorporated*

## **Privacy Policy**

### **Overview:**

Your privacy is important to us. As part of normal operations of our Association we collect, use and, in some cases, disclose information we collect to third parties.

### **Information We Collect:**

Our primary purpose in collecting personal information is to provide you with a smooth and efficient operation of the Association. This allows us to provide services and features that most likely will meet your needs, and to customise our services within the Association. We only collect personal information about you that we consider necessary for this purpose and to achieve our goals. We may use your information to contact you and deliver information to you that, in some cases, is targeted to your interests, such as administrative notices, product offerings and communications relevant to your membership of the Association.

### **Our Disclosure of Your Information:**

Although the Association uses industry standard practices to protect your personal information, due to technical limitations, we cannot ensure that all of your personal information will never be disclosed in ways not otherwise covered in this Privacy Policy. We may be forced to disclose information to the government or third parties under certain circumstances. As a matter of policy we will never sell or rent your personal information to any third party.

### **Legal Requests:**

The Association may lawfully disclose your personal information for law enforcement or regulatory purposes. The Association will cooperate with law enforcement inquiries and other third parties to enforce laws.

### **Your Use of Other Members Information:**

In order to facilitate interaction with other members, our Association allows you limited access to other members contact information. You must firstly contact the Secretary with the reason for contact with another member; the Secretary will contact the other member and advise the outcome of such contact request.

### **Accessing, Reviewing and Changing Your Personal Information:**

Following registration, you can review and change your information including: Name, Address, Telephone Numbers, email address or any other status. You must promptly update your personal information if it changes. Upon request we will deactivate your Personal and Financial Information from our active databases. To make this request written communication must be submitted to the Secretary as soon as possible. Such information will be deactivated as soon as reasonably possible in accordance with applicable law. We will retain in our files information you have requested removed in some circumstances, such as to resolve disputes, assist with investigations and to comply with legal requirements.

#### Notice of Change:

We may change this Privacy Policy from time to time based on our need to accurately reflect our data collection and disclosure practices. All changes to this policy are effective after we provide you with written communication at least twenty one (21) days notice and such changes are accepted at an Annual General Meeting or Special Meeting.

#### Effective Date of This Privacy Policy:

The effective date of this Privacy Policy is 12<sup>th</sup> September 2013