

PRIVACY POLICY

Approved by:	Canberra Brass Inc. Committee
Implementation Date:	18 November 2016
Supersedes Policy Dated:	New Policy
Revision Date:	3 years from implementation
Canberra Brass Inc. Contact Officer:	Secretary E: canberrabrass.secretary@gmail.com

Privacy Statement

PLEASE READ OUR PRIVACY POLICY CAREFULLY. BY PROVIDING US WITH YOUR PERSONAL INFORMATION YOU CONSENT TO US HANDLING IT IN ACCORDANCE WITH THIS PRIVACY POLICY.

About this Privacy Policy

Canberra Brass Incorporated ("we", "us" or "our") recognises the importance of privacy and is committed to protecting the privacy of individuals when handling their personal information. We handle personal information for purposes relating to Canberra Brass Incorporated functions and activities.

This Privacy Policy outlines how we handle personal information in an open and transparent manner consistent with the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*. If you provide us with any personal information about another individual then we rely upon you to inform him or her of the details contained in this Privacy Policy.

Definitions

Personal information means information or an opinion (including information or an opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Why we collect, hold, use and disclose personal information

We collect, hold, use and disclose personal information for purposes relating to our organisational functions and activities. We will not collect personal information unless the information is necessary for one or more of its functions or activities, only in legal and fair means, and not unreasonably intrusive. As far as reasonably possible, information about you will be collected from you or your legal guardian.

What kinds of personal information we collect

The kinds of personal information that we may collect and hold include your name, phone number, email address, address, membership history, purchase history and any other information that you

provide to us. If you do not provide us with all or some of the personal information that we request then we may not be able to provide you with the services we offer.

How we collect personal information

We collect personal information for the purpose of carrying out our organisational functions and activities. We usually collect personal information directly from you when you communicate with us by email, telephone, facsimile, letter, form, or other means.

How we hold and protect personal information

We hold personal information that we collect in both electronic storage facilities on computer databases, and if required, secure physical storage facilities. We take reasonable measures to protect personal information that we hold from misuse, interference and loss, and from unauthorised access, modification or disclosure.

How we disclose personal information

We will only disclose personal information to third parties if required for the purpose of carrying out our functions and activities. We will not disclose your personal information to any other third parties without your consent except where required or authorised by law. For example, we will not sell, trade or rent your personal information to any third party for marketing purposes without your consent.

How you may access and correct your personal information

You have the right to request access to, and correction of, any of your personal information that we hold. If you wish to access, correct or update any of your personal information that we hold, please contact the Secretary via the contact details on our website. You will be required to verify your identity before you will be permitted to access, correct or update any of your personal information that we hold.

How to make an enquiry or complaint

If you have an enquiry or complaint about our handling of your personal information, please contact the Secretary or President using the contact details on our website. Our Privacy Officer is responsible for dealing with enquiries and investigating complaints about our handling of personal information.

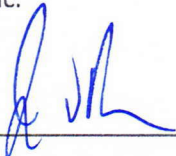
How we update this Privacy Policy

We may update this Privacy Policy from time to time to take into account changes in our information handling practices by publishing an updated version of this Privacy Policy on our website. You should regularly review the most recent version of this Privacy Policy available on this website.

Our contact details

You may contact us using the contact details available on this site

SIGNED:



President, Canberra Brass Inc.

DATE:

21/2/17

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