



## Privacy Statement

Under the Privacy Act 1998 (Cth) (**Act**) AISWA Libraries Inc. are required to have a clearly expressed and up-to-date Australian Privacy Principle (**APP**) privacy policy describing how it manages personal information, including how privacy is protected and how the organisation complies with the requirements of the Act and the 13 APPs.

**Part 1:** What kinds of personal information does AISWA Libraries Inc. collect and hold: :AISWA Libraries Inc. does not collect personal information unless the information is reasonably necessary for one or more of its functions or activities, or to comply with legal or regulatory obligations. AISWA Libraries Inc. will manage personal information in an open and transparent way.

**Part 2:** Collection of personal information: When personal information is collected by AISWA Libraries Inc., such as for professional learning activities and membership, the information will only be used for the stated purpose. Where AISWA Libraries Inc. needs to use personal information for purposes other than the stated purpose, we will obtain your consent where appropriate and necessary.

**Part 3:** Storage of personal information: AISWA Libraries Inc. will take reasonable steps to protect personal information we hold from misuse and loss from unauthorised access, modification and disclosure. However, AISWA Libraries Inc. cannot guarantee that your personal information will be protected against unauthorised access or misuse, and AISWA Libraries Inc. does not accept any liability for the improper actions of unauthorised third parties.

**Part 4:** Dealing with personal information: If personal information is collected by AISWA Libraries Inc. for a particular purpose, then the personal information will not be disclosed to another organisation unless your prior consent is obtained.

**Part 5:** Integrity of personal information: AISWA Libraries Inc. takes steps that are reasonable in the circumstances to ensure that the personal information that is collected by AISWA Libraries Inc. is accurate, up-to-date and complete and protected from misuse.

**Part 6:** Access to, and correction of, personal information: When AISWA Libraries Inc. holds personal information regarding an individual it must provide the individual access to the information, if requested. We will need to confirm your identity before we can provide you with access to personal information we hold about you. If exceptional circumstances apply and we are entitled to refuse to give you access, we will explain this to you.

**Part 7:** Retention of personal information: AISWA Libraries Inc. retains the personal information it collects from you for as long as the information is relevant to AISWA Libraries Inc.'s business purposes as set out above or until you request that AISWA Libraries Inc removes the data by contacting AISWA Libraries Inc.(refer contact details below).

**Monitoring and Complaints:** This policy will be reviewed annually by AISWA. If you wish to make a complaint about a breach of the APPs you may do so by providing your written complaint by email, letter, or by personal delivery to any of our Board members.

Contact details:

***AISWA Libraries Inc***

PO Box 943, Nedlands, W.A., 6909

Email:President@aiswalibraries.org.au

Adopted: January 2019