

Policy – Privacy

IEU Federal Office

1. RATIONALE

IEU is committed to the protection of the personal information of members and others. This policy complies with relevant provisions of the Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

2. PURPOSE

The purpose of this policy is to explain how the IEU- Federal Office will manage personal information. Personal information is data that could contribute to the identification of an individual. Personal data of employees of IEU held for the proper purposes of employment is not subject to this Policy.

3. POLICY STATEMENT

The IEU- Federal Office does not ordinarily nor routinely collect personal information of members and prospective members. Membership data is held within the separate Branch structures.

IEU Branches collect directly from members and prospective members their name, address, contact information and details of employment. Financial information reasonably necessary for the collection of membership fees is also requested.

This material is not openly accessible to IEU - Federal Office officers and employees.

Specific policies dealing with the handling of personal information received by IEU Branches exist within the relevant IEU Branches.

4. PROCEDURES

IEUA- Federal Office will comply with the Australian Privacy Principles in the following manner:

- 1. Open and transparent management of personal information** is achieved by adherence to this Policy. This Policy will be published at www.ieu.org.au and made available to anyone on request and free of charge.
- 2. Anonymity and pseudonymity.** Persons who do not wish to identify themselves may make general enquiries of the Union. However, as an organisation dedicated to the service of members only, in most cases, be impractical for IEU to deal with individuals who have not identified themselves or have used a pseudonym.
- 3. Collection of solicited personal information.** The IEU-Federal Office may request from IEU Branches such information as is reasonable for the purpose of facilitating members' specific industrial matters. Only information, including any sensitive information that is necessary for or relates to, the activities of the organisation is collected.

4. **Dealing with unsolicited personal information.** Any unsolicited personal information or identifying data of a person not reasonably required for the purposes of the Objects of the Union will be de-identified or destroyed as soon as practicable.
5. **Notification of the collection of personal information.** Notwithstanding the organisation's policy on dealing with solicited or unsolicited information, IEUA – Federal Office will, as soon as practicable, notify the relevant Branch for determination that the Federal Office is in possession of such information. The IEU- Federal Office will otherwise not retain such information.
6. **Use or disclosure of personal information** is restricted to the purposes of the Objects of the Union and not for any other purpose.
7. **Direct marketing** refers to unsolicited offers of goods or services for sale. IEUA- Federal Office will not use personal information for the purposes of direct marketing. However it is recognised that IEU Branches may advise members of Union related goods and services offered to union members as part of a scheme maintained for the benefit of members.
8. **Cross-border disclosure of personal information.** IEUA- Federal Office will not disclose personal information to persons or entities not located in Australia unless the recipient is subject to a law protecting the information in a way that is at least substantially similar to the Australian Privacy Principles.
9. **Adoption, use or disclosure of government related identifiers.** Government identifiers such as, but not limited to, tax file number, Medicare number or social security information is not and will not be collected by IEUA-Federal Office
10. **Quality of personal information.** IEU-Federal Office will take all reasonable steps to ensure the personal information it may collect from IEU Branches and uses , is at all times accurate, up to date, complete and relevant.
11. **Security of personal information.** IEU takes security very seriously and has enacted significant security precautions in relation to electronically held personal information. We will take all reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification and disclosure. The Federal Office will de-identify or destroy all personal information it is not required to keep for the proper maintenance of membership records. Data breaches occur when personal information falls into the hands of unauthorised persons. Whilst the organisation takes precautions against the release of personal data it can not guarantee such loss will never eventuate. In the event such loss does occur, IEU undertakes to advise affected individuals as soon as practicable of the details of the loss and any remedial action taken to retrieve and prevent a similar occurrence.
12. **Access to personal information.** The IEU-Federal Office will make available to an individual on request, a copy of personal information it holds on the individual unless the granting of access is legally prejudicial to another individual, entity or to the organisation.
13. **Correction of personal information.** An individual may request IEUA to correct personal information it holds. The IEU-Federal Office will respond by notifying the relevant IEU Branch to such requests as soon as practicable in order for changes to be made as requested.

5. APPLICABILITY

This policy applies to the IEUA- Federal Office.

6. DEFINITIONS

de identified: personal information is de-identified if the information is no longer about an identifiable individual or an individual who is reasonably identifiable.

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.

sensitive information means:

- (a) information or an opinion about an individual's:
 - (i) racial or ethnic origin; or
 - (ii) political opinions; or
 - (iii) membership of a political association; or
 - (iv) religious beliefs or affiliations; or
 - (v) philosophical beliefs; or
 - (vi) membership of a professional or trade association; or
 - (vii) membership of a trade union; or
 - (viii) sexual preferences or practices; or
 - (ix) criminal record;that is also personal information; or
- (b) health information about an individual; or
- (c) genetic information about an individual that is not otherwise health information.

solicits: an entity solicits personal information if the entity requests another entity to provide the personal information, or to provide a kind of information in which that personal information is included.

7. PERSONS RESPONSIBLE

The Federal Secretary has oversight of policy and should be consulted for interpretations, resolution of problems and special situations.

8. POLICY AUTHORITY

This policy is provisionally authorised by the Federal Executive.

9. RELATED DOCUMENTS AND LINKS

Privacy Act 1988

Privacy Amendment (Enhancing Privacy protection) Act 2012

Regulated by: www.oaic.gov.au

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