

Privacy Policy

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| Policy number | PRI01 | Version | 2022.1 |
| Drafted by | Cheryl Bollard/Peta Furnell | Approved by Council: | Aug 2022 |
| Responsible person | Secretary | Scheduled review date | 2024 |

Aim of Policy

The aim of Family History ACT's (FHACTION) Privacy Policy is to ensure members', customer and visitor's personal and private information (personal data) is handled in accordance with the Australian Privacy Principles.

We respect the privacy and confidentiality of the information provided by individuals and have adopted the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988 (Cth)* (the Privacy Act). The APPs govern the way in which personal data is collected, used, disclosed, stored, secured and disposed. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>

To assist Family History ACT in complying with the legislation several policies have been developed and implemented. All members, customers and visitors should make sure they are aware of the content of the policy and the impact it has on their roles. These policies are available from the Secretary and from the members-only area of the website:

- PRI01 – FHACTION Privacy Policy
- PRI02 – FHACTION Website Privacy Policy
- PRI03 – FHACTION Confidentiality Agreement

What is Personal Data and why does FHACTION collect it?

Personal Data includes information or an opinion that identifies an individual. Examples of Personal Data we collect includes names, addresses, date of birth, email addresses, and phone numbers. Examples of other personal data collected via our website are listed in PRI02 FHACTION Website Privacy Policy.

Our services are not directed to persons under 18 and we do not knowingly collect Personal Data from anyone under 18. If we become aware that a child under 18 has provided us with Personal Data, we will delete that information as quickly as possible. If you are the parent or guardian of a child and you believe they have provided us with Personal Data without your consent, please contact us.

Personal data is obtained in many ways including membership applications and renewals, interviews, correspondence, articles, and presentations, by telephone, by email, via our website www.familyhistoryact.org.au, from media and publications, from other publicly available sources, and from third parties. We don't guarantee website links or policy of authorised third parties.

FHACT collects Personal Data for the primary purpose of providing services to you. Services include: administration of groups, projects and events; services in the Library including assistance with membership enquiries; management of the library collections; and general operation of the society including its facilities.

FHACT may also use Personal Data for secondary purposes closely related to the primary purpose, in circumstances where members would reasonably expect such use or disclosure, for example providing the names of Committee Members to other organisations such as the Australasian Federation of Family History Organisations (AFFHO). You may unsubscribe from our mailing lists at any time by contacting FHACT in writing.

When FHACT collects Personal Data, it will, where appropriate and where possible, explain why the information is collected and how we plan to use it.

If you have concerns about the use of your information for these services, or wish to limit access to your personal information, then please contact us. If you choose not to provide some personal information or limit access, then we may not be able to provide a service to you as a member of the association

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal records, or health information. FHACT does not collect or hold sensitive information about people in any structured way, but sensitive information may be mentioned in articles, presentations, blogs or newsletters in the context of a family tree or family history.

Third Parties

Where reasonable and practicable to do so, FHACT will collect Personal Data directly from an individual. However, in some circumstances FHACT may be provided with information by third parties. In such a case we will take reasonable steps to ensure you are made aware of the information provided by the third party.

Disclosure of Personal Data

Personal Data may be disclosed in some circumstances including the following:

- Third parties where the member consents to the use or disclosure; and
- Where required or authorised by law.

We will notify you if we are required to pass on any personal data.

Security of Personal Data

Personal Data is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification, or disclosure.

When Personal Data is no longer needed for the purpose for which it was obtained, FHACT will take reasonable steps to destroy or permanently de-identify the Personal Data. However, Personal Data connected with FHACT business will be stored in our archives and kept by us

for a minimum of 7 years.

All FHACT Administrators, volunteers and group co-ordinators who have access to Personal Data are required to sign a Confidentiality Agreement. This ensures your Personal Data is handled in accordance with the relevant privacy, confidentiality and security legislation.

[Access to your Personal Data](#)

An individual may access the Personal Data FHACT holds about them to update and/or correct it. To access your Personal Data, please access your profile via the FHACT website or contact us in writing. To ensure your Personal Data is secure, we may require identification from you before releasing the requested information

Family History ACT will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Data

[Maintaining the Quality of your Personal Data](#)

It is important to FHACT that an individual's Personal Data is up-to-date and will ensure we are able to provide quality services to you. We will take reasonable steps to make sure that your Personal Data is accurate, complete, and up to date. However, if you find that the information FHACT holds is not up to date or is inaccurate, either update your information via your profile on the FHACT website or advise us in writing as soon as practicable.

[Policy Updates](#)

This Policy may change from time to time and is available on our website.

[Privacy Policy Complaints and Enquiries](#)

If you have any questions or concerns at any time about our privacy policy or the use of your Personal Data, please contact us at secretary@familyhistoryact.org.au and we will respond within 48 hours.