

MRLC

Privacy Policy

MOUNT ROLAND LAND CARE INC respects the personal privacy of its members and supporters, and is committed to the standard of care outlined in this policy in relation to the collection, usage, storage and disclosure of personal information. This commitment reflects the *Privacy Act 1988 (Cth)*.

PERSONAL INFORMATION is any information that can be used for specific identification (eg, name or contact details). MRLC members and anyone providing personal information to MRLC consent to the handling of this information as described in this policy, in addition to any other arrangements that may be made.

The most common **TYPES OF PERSONAL INFORMATION** collected by MRLC include individual names, contact details, dietary and accessibility requirements, and age or date of birth, usually for establishing membership or participation in events, in relation to donations or for official reports. MRLC may also collect information via surveys and through the MRLC website, plus any other information required to facilitate a particular exchange or purpose, such as a query or complaint.

As well as information that is personally provided, MRLC may need to manage information that has been automatically collected. This includes information that is automatically stored by cookies and other online enhancement tools. MRLC may also collect personal information from publicly available sources (e.g. published articles or online material).

Other **PURPOSES** for which MRLC may collect, hold, use and disclose personal information:

- to perform MRLC functions and activities, including the management of insurance;
- to enable use of specific MRLC services that may be offered (eg, equipment hire);
- to enable account recognition should accounts be utilised (on- or offline);
- to gain knowledge of and respond to members (includes surveys and statistics for website usage) in order to improve MRLC operations;
- to assist other organisations to understand and respond to MRLC operations, such as by providing aggregated and anonymised data relating to membership;
- to send out newsletters, event fliers, meeting notifications, security and safety information, requested information, and other such messages, including information sent by, or on behalf of, relevant partner organisations; and
- to comply with the law.

MRLC may **DISCLOSE** personal information to trusted partners in relation to the purposes stated above, with awareness of and intent to avoid the risk of information being used for any

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unknown or unrelated purposes. Recipients of the minimum required information may include:

- legal firms, accounting firms, auditors, contractors, consultants, other professional advisers, dealers and agents operating within Australia;
- organisations established or operating in Australia for the purposes of granting funding or awards;
- third party suppliers and service providers (such as in relation to the MRLC website; note that MRLC's information technology service providers are hosted offshore);
- specific third parties authorised by members to receive information held by MRLC; and
- other persons, including government agencies, regulatory bodies and law enforcement agencies, or as required, authorised or permitted by law.

MRLC may hold personal information in electronic or hard copy form, and is committed to taking **REASONABLE STEPS TO PROTECT** personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure. Physical, administrative, personnel and technical measures to protect personal information may include:

- withholding disclosure to individuals who cannot verify their claim to it;
- withholding disclosure from third parties through whom unknown or unrelated uses of personal information seems likely or who fail to take steps against the risk of such;
- password protection for specific documents designed to collect and hold personal information and deemed to be otherwise at risk;
- group-communication that hides, when not already known, email addresses or other personal information from other people included in the communication;
- ongoing review of the Privacy Policy and its effect, including pointed reviews following any reports of breaches.

Note that the MRLC website does not offer any option to make online payments and does not capture any banking or credit card information. The website, which may collect personal information that is then delivered by the host to MRLC (by email), operates in https (secure, encrypted mode) when communicating with any browser. The website host, Wix.com Ltd, has its own privacy policy and MRLC encourages people seeking further clarification regarding the host's privacy policy to visit <https://www.wix.com/about/privacy>.

In the event of a data breach, MRLC will notify all affected individuals and the relevant authorities as required by law. Members are expected to keep secret any usernames and passwords MRLC may enable for its members.

COOKIES

MRLC's website host, Wix.com, uses cookies and/or similar technologies to analyse users' behaviours, providing MRLC with statistics (but not personal information) on user traffic.

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Cookies can be controlled by users at the browser level, though disablement of some cookies may hinder website use. Types of cookies:

- Necessary cookies – these cookies are required for fundamental features on websites, such as logging in, also for security, debugging and anti-fraud. These cookies don't collect any personal information.
- Functionality cookies – these cookies are intended to create convenience for return users of a website (by remembering details previously entered, for example, or by remembering a preferred language).
- Analytics cookies – these cookies are used to track website use and performance.

LINKS

The MRLC website contains links to other sites operated by third parties. Responsibility is not taken by MRLC for the content and privacy practices of other sites.

ACCESSING OR CORRECTING PERSONAL INFORMATION

Individuals can access and make corrections to or remove their personal information by contacting MRLC's Secretary. The Secretary may first need to verify the identity of anyone asking to alter or remove their personal information in or from MRLC's records.

MAKING A COMPLAINT

Complaints about the way MRLC is handling or has handled personal information can be directed to the Secretary or another member of the Executive Committee. Please include your name, email address and/or telephone number and clearly describe your complaint. MRLC will acknowledge your complaint and respond to you regarding it within a reasonable period of time. You are encouraged to make contact again if this doesn't happen. If your concern remains unresolved, you may contact the Legal Aid Commission of Tasmania.

CONTACT US

Mount Roland Land Care
PO Box 209, Sheffield, Tasmania, 7306, Australia
secretary@mountrolandcare.org.au

CHANGES TO THIS PRIVACY POLICY

We reserve the right to make changes to this Privacy Policy by publishing revised versions on our website. We encourage you to check our website periodically to ensure that you are aware of our current privacy policy.