



HLTTV PROPOSED PRIVACY POLICY

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PROPOSAL TO BE CONSIDERED BY THE COMMITTEE

PRIVACY POLICY

We are a privacy conscious organisation and so we want to explain how we protect the information we gather from you.

To provide our services to you, Heart & Lung Transplant Trust (Victoria) Inc. (HLTTV) will collect personal information about a prospective or current member. By applying to join, and by joining, HLTTV, you agree to the use of such information in accordance with this privacy statement.

Members should note that HLTTV will obtain this information in accordance with the *Privacy Act 1988*, Australian Privacy Principles and any other relevant privacy provisions.

If you have any questions or concerns regarding this privacy statement, please contact us using the contact details below.

YOUR INFORMATION

We only collect personal information that is specifically and voluntarily provided by you. Such information may consist of, but is not limited to, your name, address and other contact details. We will also retain, and keep available, any documents you provide in support of your application and membership. At any time, you can ask us to stop sending you emails or other communications.

We do not usually seek sensitive information, but we will, when collection is necessary, obtain your explicit consent to collect and use such information.

CHILDREN'S PRIVACY POLICY

This website is not designed for or intentionally targeted at children 13 years of age or younger. It is not our policy to intentionally collect or maintain information about anyone under the age of 13.

ADDITIONAL USE OF PERSONAL INFORMATION

Your personal information may also be used to protect our rights or property and that of our users and, where appropriate, to comply with legal process.

DISCLOSURE OF INFORMATION TO THIRD PARTIES

Personal information will be used to perform our functions and to keep you informed of associated activities and receive our newsletter. Accordingly, this information may be given to our employees, consultants and other third parties in order to fulfil these functions.

By providing your information to us, you consent to the disclosures described above.

Personal information may also be disclosed to law enforcement, regulatory, or other government agencies, or to other third parties, in each case to comply with legal or regulatory obligations.

ACCESS TO INFORMATION

You may request a copy of your personal information from the Secretary (see contact details below).

In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

INFORMATION SECURITY

We have in place reasonable commercial standards of technology and operational security to protect all information provided by visitors from unauthorized access, disclosure, alteration, or destruction.

CHANGES TO OUR PRIVACY STATEMENT

We may modify or amend this privacy statement from time to time at our discretion.



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PROPOSAL TO BE CONSIDERED BY THE COMMITTEE (continued)

QUESTIONS

If you have any questions or concerns regarding your privacy, please contact:

The Secretary

Heart & Lung Transplant Trust (Victoria) Inc.

PO Box 25036, Melbourne, Victoria 3004

Telephone: 0414 582 945

Email: secretary@hlttv.org.au

If you believe that we have not adequately handled your complaint, you may complain to the *Office of the Australian Information Commissioner* whose contact details are as follows:

Office of the Australian Information Commissioner

GPO Box 5218

Sydney NSW 2001

1300 363 992

enquiries@oaic.gov.au

ADDITIONAL INFORMATION

For further information about privacy and the protection of privacy, visit the Office of the Australian Information Commissioner's website at www.oaic.gov.au.