



PRIVACY POLICY

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Distribution:	Procedures & Policies Manual, Transafe WA Website		

INTRODUCTION

Transafe.com Inc (the Association) operating as Transafe WA is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person. This document provides a framework for dealing with privacy considerations.

POLICY

The Association recognises the essential right of individuals to have their information administered in ways which they would reasonably expect. The Association is bound by laws which impose specific obligations when it comes to handling information and has adopted the following principles as minimum standards in relation to handling personal information.

COLLECTION

The Association collects most personal information directly via membership applications; renewals; correspondence via telephone, letter and email; and surveys.

The Association will only collect information which the organisation requires for its primary functions. This includes (but is not limited to):

- Building prospective member and sponsor lists
- Assessing membership applications
- Processing membership and sponsorship fees
- Distributing Committee of Management (the Committee) minutes, agendas, processing nominations or elections
- Providing membership services such as publications, newsletters, annual reports and product information
- Inviting members to forums and other events
- Providing member contact details to the Association's sponsors who may contact members with information on products or services that they offer
- Developing statistical information for reports and submissions
- Internal accounting and administration, regulatory reporting and compliance.

USE AND DISCLOSURE

The Association will use and disclose personal information only for its primary functions or a directly related purpose, or for another purpose with the person's consent.

The Association may disclose personal information held about an individual as follows:

- To the Committee to assess membership applications
- To members authorised to vote on candidates proposed to bear office
- To members of the same committee or sub-committee
- To third parties contracted to provide Association functions. In this instance third parties are prohibited from using personal information except for the specific purpose for which it is supplied
- On the Association's website or publications under a member list by business or name only
- On the Association's website or in publications where the individual is a Committee member for contact purposes

SECURITY

The Association will safeguard the information it collects and store against misuse, loss, unauthorised access and modification.

The Association will keep personal information for as long as it is needed to provide the relevant products and services. The Association will take reasonable steps to destroy or permanently de-identify personal information that is no longer required.

OPENNESS

The Association will make the Privacy Policy available on the organisation's website.

ACCESS AND CORRECTION

The Association will provide stakeholders with access to their own information, and the right to correct any inaccuracies including incomplete, misleading or non-current information.

CONSENT

Members are advised to notify the Association in writing if they DO NOT wish the Association to disclose:

- That they are a member of this Association
- Contact details to this Association's sponsors