



**Mining and
Automotive**
Skills Alliance

Privacy Policy

Version 1.1

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1. Purpose

This policy outlines the Mining and Automotive Skills Alliance (AUSMASA) ongoing obligations to employees and third parties in respect to how AUSMASA manages the privacy of Personal Information.

2. Overview

AUSMASA has adopted the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988* (Cth) (Privacy Act). The APPs govern the way in which AUSMASA collects, uses, discloses, stores, secures and disposes of Personal Information.

A copy of the APPs can be obtained from the website of the Office of the Australian Information Commissioner at www.oaic.gov.au.

3. Audience

This policy applies to AUSMASA's:

- Board
- Advisory Committees or Panels
- Sub-committees
- Employees
- Contractors and sub-contractors
- Where expressly specified, any person whose Personal Information is collected by AUSMASA
- and any other party engaged with AUSMASA.

4. Policy

4.1. What is Personal Information and why does AUSMASA collect it

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information include names, addresses, email addresses, phone numbers and facsimile numbers.

Personal Information may be obtained in many ways including interviews, correspondence, by telephone and facsimile, by email, via our website www.ausmasa.org.au, from other websites, from media and publications, other publicly available sources or cookies, and from third parties. AUSMASA does not guarantee the website links or policies of authorised third parties.

AUSMASA collects your Personal Information for the primary purpose of providing its services to you, providing information to our clients, and marketing. AUSMASA may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting AUSMASA in writing, via our website, or by selecting the 'unsubscribe' link in email marketing or information correspondence.

When AUSMASA collects Personal Information, AUSMASA will, where appropriate and where possible, explain to you why AUSMASA is collecting the information and how AUSMASA plans to use it.

4.2. 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 record, or health information.

Sensitive information will be used by AUSMASA only:

- for the primary purpose for which it was obtained
- for a secondary purpose that is directly related to the primary purpose
- where required or authorised by law
- with the consent of the person it identifies.

4.3. Third Parties

Where reasonable and practicable to do so, AUSMASA will collect your Personal Information only from you. However, in some circumstances, information may be provided to AUSMASA by third parties. In such cases, AUSMASA will take reasonable steps to ensure the person the information is about is made aware of the information that has been provided to AUSMASA by the third party.

4.4. Disclosure of Personal Information

Your Personal Information may be disclosed in particular circumstances, which include:

- to third parties, where you consent to the use or disclosure; and
- where required or authorised by law.

4.5. Security of Personal Information

AUSMASA stores Personal Information in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification, or disclosure, and in alignment with the AUSMASA Information Management Policy.

When Personal Information is no longer needed for the purpose for which it was obtained, AUSMASA will take reasonable steps to destroy or permanently de-identify it. However, most of the Personal Information is or will be stored in AUSMASA's client files which will be kept by AUSMASA for the period required by law.

4.6. Access to your Personal Information

A person can access the Personal Information that AUSMASA holds about that person and update and/or correct it, subject to certain exceptions. If a person wishes to access any Personal Information about them that AUSMASA holds, the person must contact AUSMASA in writing or via our website.

AUSMASA will not charge any fee for receiving such an access request but may charge an administrative fee if AUSMASA is required to provide to you a copy of any Personal Information requested by the person that it identifies.

To protect Personal Information, AUSMASA may require proof of identification from any person that requests access to any Personal Information held by AUSMASA before providing access to the requested information.

4.7. Accuracy of Personal Information

It is important to AUSMASA that the Personal Information it holds is up to date. AUSMASA will take reasonable steps to make sure that the Personal Information it holds is accurate, complete, and up to date. If a person becomes aware that any Personal Information that AUSMASA holds about them is not up to date or is inaccurate, the person may advise AUSMASA and provide accurate, up-to-date information so that AUSMASA can update its records.

4.8. Policy Updates

This policy may change from time to time and is available on AUSMASA's website.

5. Privacy Policy Complaints and Enquiries

If you have any queries or complaints about this policy, please contact AUSMASA at:

Level 2, Spaces Two MQ
697 Collins Street
DOCKLANDS VIC 3008

6. Document History and Contact Details

Version

Number	1
Version	1.1
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Revision History

Revision date	Summary of amendments	Prepared by	Version
May 2023	Amendment to new brand template. Update of Audience.	Manager Organisational Development	1.1

Contact details

Owner	AUSMASA Board
Contact officer	Company Secretary, admin@ausmasa.org.au