



The 39th Australian Infantry Battalion Association Inc

Privacy

Welcome to this page of the Thirty-Ninth Infantry Battalion Association Inc.(39th) web site. This privacy page outlines the 39th's privacy policy, and other useful information about our commitment to protect your personal data. The information which follows is sourced from several Victorian Government and Australian Government web sites to reflect the 39th incorporated association context.

Privacy Policy - overview

The policy is designed to inform individuals about the way the 39th may collect, store, use and disclose your personal information and also provides guidance about how you can access, or seek correction of, personal information we hold.

Who should read this privacy policy?

You should read this Privacy Policy if you are already a member or are considering becoming a member of the 39th. If you are a contractor or another service provider engaged by the 39th or a visitor to the website, you will find this information relevant.

The 39th is an incorporated association in Victoria, Australia. In Victoria if you handle personally identifying information you need to comply with either the *Privacy and Data Protection Act 2014* or the *Health Records Act 2001*.

What is information privacy?

There are many kinds of privacy. Privacy is part of the recognised Charter of Human Rights. It relates to:

- personal privacy – the integrity of a person's body
- privacy of personal behaviour – incorporates issues such as sexual preference, political activities and religious practice
- privacy of personal communications – providing confidential voice, speech and communications
- privacy of territory – the right to personal space
- Information Privacy or Data Privacy – the protection and regulation of the collection and use of personally identifying information.
- *Personal information*, is information, whether fact or opinion that is recorded in any form whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion (*Privacy and Data Protection Act 2014*), other than health information.

- *Personal (health) information*, relates to an individual's physical, mental and emotional health or disability, palliative or aged care, or health service (*Health Records Act 2001*).

Personal information may consist of separate or linked factual data fields such as name, date of birth, driver's license number, etc. It may be held on any medium, for example, paper file, database, film, photographs, video or audio tape. A person's identity may be apparent even when their name is not included in information, depending upon the other data items disclosed at the same time and the context the information is collected, used or disclosed in.

Generally, the 39th collects personal information about individuals within the 39th, including:

- Members' names, telephone and email contacts, and may extend to their families including dependants, next of kin and emergency contacts;
- contractors, consultants and outsourced service providers;
- applicants seeking membership of the 39th;
- people and agents of other organisations doing business or relating to the 39th

The purposes for which the 39th collects personal information are outlined below:

- the processing of membership enquiries and applications
- 39th community engagement, including publicity and newsletters (e.g. Good Guts), services support programs and 39th awards, sponsorships and scholarships
- the conduct of 39th activities with the individual
- the engagement of external service providers
- maintaining historical records
- compiling information for events and 39th planning activities
- identifying potential conflicts of interest
- performing security functions associated with information management, which includes website and email access
- legislative and regulatory purposes that require the consideration thereof.

How the 39th holds personal information about you

The 39th stores personal information about you as hardcopy documents or as electronic data within its record management or information technology systems. The 39th will take reasonable steps to protect that information against loss, unauthorised access, use and disclosure, modification and misuse.

Access and changes to personal information

You are entitled to request access to personal information the 39th holds about you or to request correction of that information.

Enquiries regarding the 39th's Privacy Policy or its privacy practices in general should be directed to the Honorary Secretary.

Visiting our website

When you access the 39th's web servers, the following information may be logged:

- the visitor's machine unique Internet Protocol (IP) address;
- the date and time of the visit to the site.

Sending us emails

When you send us an email, our email servers will collect and hold your email address and the content of the email for the purpose of responding to your enquiry and, where necessary, taking subsequent action. Your email address will not be added to a mailing list unless supplied for that reason. If you fail to provide all relevant information in your email, the 39th's ability to respond to your enquiry will be limited.

Complaints

If you believe that we have or mishandled your personal information, please contact us (see Honorary Secretary details below) and provide us with as much information as possible so we can investigate and respond.

We will acknowledge receipt of your complaint and do our best to respond within 30 days.

Further information

For information about how the 39th holds your personal information, how you can apply for access to, or seek a correction of personal information the 39th holds about you, or to make a complaint about how the 39th has managed your personal information, you should refer to the 39th's Privacy Policy. Questions regarding the 39th's Privacy Policy, should be sent via regular mail or [emailed to the Honorary Secretary](mailto:secretary@39battalion.com) at: secretary@39battalion.com

Further information sources:

Consumer Affairs Victoria: <https://www.consumer.vic.gov.au/privacy-statement>

Australian Government Department of Defence: <http://www.defence.gov.au/Privacy.asp>

Australian Government Department of Health: <https://www.health.gov.au/using-our-websites/privacy>

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