



## **IEU Policy on Information Privacy**

### **1. INTRODUCTION**

The Independent Education Union of Australia and its Branches are covered by the provisions of the Privacy Act 1998.

The Union respects the privacy of the personal and sensitive member information collected, maintained and stored by the organisation and this commitment is demonstrated in this Policy on Information Privacy.

#### **The principal activities of the Union are:**

- Representing members in workplace and industry wide negotiations with employers and employer organisations
- Representing members before the Australian and various state Industrial Relations Commission's and other courts and tribunals relevant to workplace issues
- Providing information to members about their employment and related rights and obligations
- Lobbying State and Federal government and other relevant bodies about matters of concern to members and their families in relation to employment
- Publicising to members and to the community issues of concern to members and proposals to address these concerns
- Conducting research and other activities in order to enable the Union to effectively carry out these functions
- Providing members and their families with access to a range of services on favourable terms

### **2. INFORMATION - COLLECTION**

2.1 The IEU will at all times collect personal information in a fair and lawful manner. The Union's database and files comprise the following personal member information:

- Name, address and telephone number(s)
- Email address if provided
- Gender
- Age range/date of birth
- Employer
- Occupation/classification
- Salary range earned
- Payment details
- Contact details
- Member signatures/authorities may also be collected by the Union

2.2 If a member has provided an email address to the organisation it may be used to advise Union policy, campaigns, newsletters, member briefings.

It is IEU policy to only email members who give us permission to do so.

### **3. INFORMATION - PURPOSE AND USAGE**

The purposes for the collection of information from members are to:

- Contact members about matters relating to their Union membership
- Ensure that services and programs are relevant to the needs of members, including by carrying out surveys and other research
- Meet statutory requirements under Industrial and other relevant legislation
- Facilitate the collection of more detailed information where the Union is assisting members with individual cases

### **4. MEMBERS' RIGHT TO OPT OUT**

Members who do not wish to receive third party marketing information from the Union by mail, email or other means may contact the Union to arrange this.

### **5. SECURITY SAFEGUARDS**

- The Union will not use or disclose or permit the use or disclosure of personal member information to a third party which could be used to identify an individual member without the consent of the member or where the disclosure is required by law.
- The Union is committed to the secure storage of and control of access to personal information by the Union and any other organisations with which it deals, and has implemented procedures to ensure member information security.
- On termination of membership as per the provisions of the Union's rules and/or the Workplace Relations Act, the member's contact details will be noted as closed.

### **6. OPENNESS**

- The Union's policy on information privacy will be made available at or prior to an application for membership and is available on the Union's website or otherwise on request.
- A member may contact the Union to view information held about him or her and may correct any inaccuracies

### **7. ACCOUNTABILITY**

The day to day responsibility for the implementation of the IEU's policy on information privacy rests with the Secretary of the Union.