



# Association of Science Education Technicians NSW

*for labbies - by labbies*

## PRIVACY POLICY

While the operation of the Privacy Act does not apply to the Association in regard to any acts which directly relate to:

- the member relationship between the Association and the individual and
- a member record held by the Association. The Association treats the handling of your personal information very seriously. Accordingly, the purpose of this policy is to ensure the protection of your privacy in relation to the handling of your personal information.

Personal information may be collected during the application process and throughout your membership with the Association. This personal information may be disclosed to other areas within the Association for administrative purposes, and for the progression of your application. It shall not be disclosed to sponsors or advertisers directly.

All confidential information will be used for legitimate purposes in accordance with relevant legislation.

Personal information includes information relating to:

- the engagement, training or resignation of the member
- member's personal and emergency contact details
- membership of other professional or trade associations
- member's trade union membership
- member's taxation or banking details

All reasonable attempts will be made to keep this information relevant, complete and current. Members must ensure that any personal information provided is accurate and current.

In light of the above objectives, every member of the committee is responsible for the appropriate handling of such information and to prevent unlawful disclosure. If you have access to this information or any such personal information belonging to another member or a client of the Association, you must ensure that you maintain the confidentiality of data that you have accessed, and if you become aware of its unauthorized disclosure or use by any other person, you must act accordingly.

You will not use the confidential information for any purpose other than for the relevant and related Association processes during or after your volunteer period. Any action in breach of this policy may result in disciplinary action being taken.