

PRIVACY POLICY

Policy number	005	Version	1
Drafted by	PA	Approved by Board on	4 March 2021
Responsible person	MWA Board	Scheduled review date	4 March 2023

INTRODUCTION

The Board of Municipal Works Australia is committed to protecting the privacy of personal information which the Association collects, holds, and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for Municipal Works Australia in dealing with privacy considerations.

POLICY

Municipal Works Australia collects and administers a range of personal information for the purposes of marketing the associations services and providing association members with news and information.. The Association is committed to protecting the privacy of personal information it collects, holds, and administers.

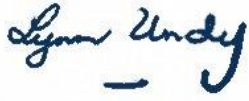
Municipal Works Australia recognises the essential right of individuals to have their information administered in ways which they would reasonably expect protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

Municipal Works Australia is bound by laws which impose specific obligations when it comes to handling information. The Association has adopted the following principles contained as minimum standards in relation to handling personal information.

Municipal Works Australia will

- Collect only information which the Association requires for its primary function.
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered.
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent.
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

AUTHORISATION

A handwritten signature in black ink that reads "Lynn Undy". The signature is written in a cursive style with a horizontal line underneath the name.

LYNN UNDY | BOARD CHAIR
MUNICIPAL WORKS AUSTRALIA

4 MARCH 2021

PRIVACY PROCEDURES

Procedures number	005	Version	1
Drafted by	CEO	Approved by CEO on	4 March 2021
Responsible person	CEO	Scheduled review date	4 March 2023

RESPONSIBILITIES

Municipal Works Australia’s Board is responsible for developing, adopting, and reviewing this policy.

Municipal Works Australia’s CEO is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

PROCESSES

Collection

Municipal Works Australia will:

- Only collect information that is necessary for the performance and primary function of Municipal Works Australia.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible.
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected.
- Collect Sensitive information only with the person’s consent. (Sensitive information includes health information and information about religious beliefs, race, gender, and others).
- Determine, where unsolicited information is received, whether the personal information could have collected it in the usual way, and then if it could have, it will be treated normally. (If it could not have been, it must be destroyed, and the person whose personal information has been destroyed will be notified about the receipt and destruction of their personal information).

Use and Disclosure

Municipal Works Australia will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.

- For other uses, Municipal Works Australia will obtain consent from the affected person.
- In relation to a secondary purpose, use or disclose the personal information only where:
 - a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for purposes; or
 - the person has consented; or
 - certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health, or safety.
- In relation to personal information which has been collected from a person, use the personal information for direct marketing, where that person would reasonably expect it to be used for this purpose, and Municipal Works Australia has provided an opt out and the opt out has not been taken up.
- In relation to personal information which has been collected other than from the person themselves, only use the personal information for direct marketing if the person whose personal information has been collected has consented (and they have not taken up the opt-out).
- State in Municipal Works Australia's privacy policy whether the information is sent overseas and further will ensure that any overseas providers of services are as compliant with privacy as Municipal Works Australia is required to be.
- Provide all individuals access to personal information except where it is a threat to life or health or it is authorized by law to refuse and, if a person is able to establish that the personal information is not accurate, then Municipal Works Australia must take steps to correct it. Municipal Works Australia may allow a person to attach a statement to their information if Municipal Works Australia disagrees it is inaccurate.
- Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information, or associating a statement regarding accuracy with the personal information.

Storage Municipal Works Australia

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification, or disclosure.
- Before Municipal Works Australia discloses any personal information to an overseas recipient including a provider of IT services such as servers or cloud services, establish that they are privacy compliant. Municipal Works Australia will have systems which provide sufficient security.
- Ensure that Municipal Works Australia's data is up to date, accurate and complete.

Destruction and de-identification Municipal Works Australia

- Destroy personal information once is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.
- Change information to a pseudonym or treat it anonymously if required by the person whose information [organisation] holds and will not use any government related identifiers unless they are reasonably necessary for our functions.

Data Quality

Municipal Works Australia will:

- Take reasonable steps to ensure the information [the organisation] collects is accurate, complete, up to date, and relevant to the functions we perform.

Data Security and Retention

Municipal Works Australia will:

- Only destroy records in accordance with the organisation's Records Management Policy.

Openness

Municipal Works Australia will:

- Ensure stakeholders are aware of Municipal Works Australia's Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

Municipal Works Australia will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading, or not up to date.

Anonymity

- Allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable to deal with them on this basis.

Making information available to other organisations

Municipal Works Australia can:

- Release information to third parties where it is requested by the person concerned.

RELATED DOCUMENTS

- MWA 001 – Governance Policy
- MWA 003 - Code of Ethics Policy

AUTHORISATION



PETER ALI | CHIEF EXECUTIVE OFFICER
MUNICIPAL WORKS AUSTRALIA

4 MARCH 2021

Municipal Works Australia

PRIVACY POLICY

Your privacy is important

This statement outlines Municipal Works Australia’s policy on how Municipal Works Australia uses and manages personal information provided to or collected by it.

Municipal Works Australia is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012. [OPTION: In relation to health records, Municipal Works Australia is also bound by the Victorian Health Privacy Principles which are contained in the Health Records Act 2001].

Municipal Works Australia may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the Municipal Works Australia’s operations and practices and to make sure it remains appropriate to the changing legal environment.

What kind of personal information does Municipal Works Australia collect and how does the Municipal Works Australia collect it?

The type of information the Municipal Works Australia collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- name, employer, and work and private contact details.
- branch meeting and networking event attendance information.

Personal Information you provide:

Municipal Works Australia will generally collect personal information held about an individual by way of electronic forms, email subscriptions and meetings. You do have the right to seek to deal with us anonymously or using a pseudonym, but in almost every circumstance it will not be practicable for us to deal with you or provide any services to you except for the most general responses to general enquiries, unless you identify yourself.

Personal Information provided by other people:

In some circumstances the Municipal Works Australia may be provided with personal information about an individual from a third party, for example through marketing lists provided by members of the Association.

In relation to employee records:

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Municipal Works Australia's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Municipal Works Australia and employee. However, Municipal Works Australia must provide access and ensure compliance with the Health Privacy Principles under the Victorian Health Records Act 2001.

How will the Municipal Works Australia use the personal information you provide?

Municipal Works Australia will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

In relation to direct marketing, Municipal Works Australia will use your personal information for direct marketing where you have provided that information, and you are likely to expect direct marketing: only then you will be sent direct marketing containing an opt out. If we use your personal information obtained from elsewhere we will still send you direct marketing information where you have consented, and which will also contain an opt out. We will always obtain your consent to use sensitive information as the basis for any of our direct marketing.

We may use video surveillance for security purposes and the footage will be used only by Municipal Works Australia and by the providers of our security services for security purposes. Surveillance videos are not used by Municipal Works Australia for other purposes and the footage is not publicly available. Surveillance cameras are not located in any bathrooms or change room facilities.

Job applicants, staff members and contractors:

In relation to personal information of job applicants, staff members and contractors, Municipal Works Australia's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor.

The purposes for which Municipal Works Australia uses personal information of job applicants, staff members and contractors include:

- for insurance purposes.
- to satisfy Municipal Works Australia's legal obligations,

Where Municipal Works Australia receives unsolicited job applications these will usually be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

Volunteers:

Municipal Works Australia also obtains personal information about volunteers who assist Municipal Works Australia in its functions or conduct associated activities, such as to enable Municipal Works Australia and the volunteers to work together.

Marketing and fundraising:

Municipal Works Australia treats marketing and seeking donations for the future growth and development of the Association as important. Personal information held by Municipal Works Australia may be disclosed to an organisation that assists in the Association's fundraising, for example, the provision of consented member contact details to corporate members.

Who might the Municipal Works Australia disclose personal information to?

Municipal Works Australia may disclose personal information, including sensitive information, held about an individual to:

- government departments.
- people providing services to the Association.
- other members of the Association.
- anyone you authorise Municipal Works Australia to disclose information to.

Sending information overseas:

Municipal Works Australia will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

We do use overseas providers of IT services including servers and cloud services.

How does Municipal Works Australia treat sensitive information?

In referring to 'sensitive information', Municipal Works Australia means:

“information relating to a person's racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual”.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Municipal Works Australia's staff are required to respect the confidentiality of personal information and the privacy of individuals.

Municipal Works Australia has in place steps to protect the personal information the Municipal Works Australia holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

When you use our website, having your cookies enabled will allow us to maintain the continuity of your browsing session and remember your details when you return. We may also use web beacons, Flash local stored objects and JavaScript. If you adjust your browser settings to block, reject or delete these functions, the webpage may not function in an optimal manner. We may also collect information about your IP address, although this may not identify you.

Updating personal information

Municipal Works Australia endeavours to ensure that the personal information it holds is accurate, complete, and up to date. A person may seek to update their personal information held by Municipal Works Australia by contacting the Privacy Officer of the Municipal Works Australia at any time.

The Australian Privacy Principles and the Health Privacy Principles require Municipal Works Australia not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information Municipal Works Australia holds about you.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which Municipal Works Australia holds about them and to advise Municipal Works Australia of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information Municipal Works Australia holds about you, please contact the Privacy Officer in writing.

Municipal Works Australia may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, Municipal Works Australia may charge a fee to retrieve and copy any material. If the information sought is extensive Municipal Works Australia will advise the likely cost in advance.

How long will the Municipal Works Australia keep my information?

Under our destruction and de-identification procedures, your personal information that is no longer required will be de-identified or destroyed. In many circumstances, however it will be kept for marketing purposes, as you will have consented to that in writing with us.

Enquiries and privacy complaints

If you would like further information about the way Municipal Works Australia manages the personal information it holds, please contact the Privacy Officer via:

MWA Privacy Officer: email: ceo@municipalworks.com.au tel: +61 0408 129 394

If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Privacy Officer who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns we will meet with you to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting then you can refer your complaint to the Office of the Australian Information Commissioner.