

Inner Wheel Australia – Privacy Policy

Generally, when you apply to become a member you agree to disclosure as specified in this privacy policy. If you have special reasons for limiting disclosure more than usual (e.g. personal safety) please bring this to the attention of an office bearer of your Inner Wheel Club or District. We will try to meet any reasonable request for special limitation on disclosure, but Inner Wheel Australia not bound to agree to such a request and cannot assure you that such a request will be met.

Use and disclosure of your personal information

We treat all personal information we hold about you as confidential except:

- If compelled by law – e.g. Disclosure to courts under subpoena
- For internal purposes (i.e. within International Inner Wheel) as specified below
- For disclosure to third parties as specified below
- For public disclosure as specified below

Public disclosure

We generate publicity from time to time e.g. in newsletters or on Facebook, which could be disclosed to the general public. Such publicity could include your name and photograph.

We keep your personal information up to date

If we have accurate personal information about you, it enables us to provide you with the best possible service. We take reasonable steps to ensure that your personal information is accurate, complete and up to date whenever we collect or use it.

You can access your information

On request we will provide you with information about you which is readily accessible and which may lawfully be provided. Your request to provide information will be dealt with in a reasonable time.

We store your personal information securely

We protect any personal information that we hold about you from misuse and loss. We protect your privacy by restricting access to your personal information to those who need it, either to process information or to provide you with the services you have asked for. Your personal information may be stored in hardcopy documents, as electronic data, or in our software or systems. We maintain physical security over our paper and electronic data stores and premises. We also maintain computer security.

Resolving your concerns

If you believe that the privacy of your personal information has been compromised, you are entitled to complain. If you have a complaint, contact the area where you believe the breach has occurred. If your complaint is not resolved to your satisfaction, forward a written complaint to the Inner Wheel Australia Secretary.

A written complaint must include a return address, and identify the conduct that is the basis for the complaint. There are no *formal* requirements for lodging a complaint.