

# VLDA PRIVACY STATEMENT

- All personal information collected by the VLDA is for the purpose of administering services to its members
- Residential and postal addresses are used solely for VLDA necessary administrative business by appropriate executives and under no circumstances is this information disclosed for any other use
- Contact details as listed hereunder:
  - Phone and fax numbers
  - Mobile phone numbers
  - Email addresses
  - Member's name and club

are used for members' interaction and networking. An updated contacts list is distributed to members on a regular basis for this use.

The following information is made available to the public to access line dancing classes:

- Club and contact name
- Phone number
- Class times and location

**The VLDA undertakes to keep your information accurate and up-to-date, and protect it from misuse, loss and unauthorized access**

*VICTORIAN  
LINE DANCE  
ASSOCIATION*

# PRIVACY WITHIN THE VLDA

**Information for Members**

**JULY, 2007**

## **Introduction:**

In accordance with the Information Privacy Act 2000 (Victoria), the VLDA has a Privacy Statement.

This Statement outlines the kinds of personal information the VLDA collects, why we collect it, and to whom the information may be disclosed.

## **When is personal information disclosed?**

Generally, we will not answer questions about you from other people or organisations without your consent, except in the following circumstances:

1. Personal information is available to VLDA Executive Committee Members who need access to it in order to provide a service to you.
2. In a medical emergency, your personal details may be given to ambulance officers or medical authorities.
3. Limited information is available to government authorities and other organisations such as courts, where the VLDA may be required by law to provide it.

## **Access to your information:**

You may request the VLDA Secretary in writing to inspect files containing information about you at any time.

## **If you have a complaint:**

If you believe the VLDA has breached any of the Privacy Principles, you should first attempt to resolve the matter by writing to the VLDA Secretary who should investigate and reply to the matter within 30 working days.

If you are still not satisfied, you can approach the Privacy Commissioner. Complaints must be in writing and this can be done by letter, fax or the online complaints facility – [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au)

## **INFORMATION PRIVACY ACT**

The Victorian Information Privacy Act sets standards for the way Victorian Organisations collect and handle your personal information.

This is a short summary of the Information Privacy Principles:

**COLLECTION** – An organisation can only collect your personal information if it is necessary to fulfil the organisation's functions.

**USE AND DISCLOSURE** – Your personal information should be used and disclosed for the primary purpose for which it was collected or for a secondary purpose that a person would reasonably expect. Your consent may be requested to use the information for purposes unrelated to why it was collected. The law also allows some uses and disclosures without consent, such as to protect safety.

**DATE QUALITY** – Organisations must keep your personal information accurate, complete and up-to-date.

**DATA SECURITY** – Personal information must be protected from misuse, loss and unauthorized access, modification or disclosure.

**OPENNESS** – Organisations must have clearly expressed policies on the way they manage personal information. You can ask to have a look at an organisation's privacy policy.

**ACCESS AND CORRECTION** – You have a right to seek access to your own personal information and to seek corrections if necessary. Access and correction will be handled mostly under the Victorian Freedom of Information Act.

**UNIQUE IDENTIFIERS** – Unique identifiers, usually a number, can facilitate data matching. Use of unique identifiers by organisations is only allowed under certain conditions.

**ANONYMITY** – Where lawful and feasible, you should have the option of transacting with an organisation without identifying yourself.

**TRANSBORDER DATA FLOWS** – If your personal information travels outside Victoria, your privacy protection should travel with it.

**SENSITIVE INFORMATION** – This includes your racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record. The law puts special restrictions on the collection of this information.