



Royal Australian Armoured Corps Association (NSW)

Privacy Policy

1. Introduction

The **Royal Australian Armoured Corps Association (NSW) Inc.** (“the Association”, “we”, “us” or “our”) is committed to protecting the privacy of individuals whose personal information we collect, hold and use.

The Association exists to support the welfare of serving and former members of the Royal Australian Armoured Corps and their families, to perpetuate comradeship, foster Corps heritage, commemorate those who have died in service, and represent the interests of Corps members and veterans.

In carrying out these objectives, we collect and manage personal information in accordance with:

- the *Privacy Act 1988 (Cth)*; and
- the *Australian Privacy Principles (APPs)*.

This Privacy Policy explains how we collect, use, disclose, store and protect personal information, and how individuals may access or correct their information or make a privacy complaint.

2. What Is Personal Information?

“**Personal information**” means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information is true or not and whether recorded in a material form or not.

“**Sensitive information**” is a subset of personal information and includes information about an individual’s health, racial or ethnic origin, religious beliefs, political opinions, membership of a professional or trade association, criminal history, or similar matters.

3. Personal Information We Collect

Depending on your interaction with the Association, we may collect the following types of personal information:

3.1 Identity and contact information

- Full name
- Date of birth
- Postal address, email address and telephone number

3.2 Service and membership information

- Australian Defence Force service history
- Unit or Corps affiliation
- Membership status and participation in Association activities

3.3 Welfare and support information

- Information relevant to welfare assistance, advocacy or support referrals
- Correspondence relating to member or family support matters

3.4 Governance and operational information

- Information relating to office-holders, committee members or volunteers
- Information required to meet incorporation, reporting and regulatory obligations

4. How We Collect Personal Information

We collect personal information in a number of ways, including:

- directly from you when you apply for membership, welfare support, or participate in Association activities;
- through forms, correspondence, newsletters, event registrations or website interactions;
- through phone calls, emails, meetings or official Association communications;
- from authorised representatives acting on your behalf; and
- where required or permitted by law, from government or regulatory bodies.

Where reasonable and practicable, we collect personal information directly from the individual concerned.

5. Why We Collect, Use and Disclose Personal Information

We collect, hold, use and disclose personal information for purposes including:

- administering Association membership and communications;
- supporting the welfare of serving and former Corps members and their families;
- organising commemorative events, reunions and official activities;
- publishing newsletters and historical or heritage material;
- advocating on issues affecting members and veterans;
- meeting legal, regulatory and incorporation obligations; and
- managing the Association's governance and operations.

We only use or disclose personal information for the purpose for which it was collected, for a related purpose that would reasonably be expected, or where required or authorised by law.

6. Sensitive Information

We only collect sensitive information where it is reasonably necessary for the Association's activities and where:

- you have given your consent; or
- the collection is required or authorised by law.

Sensitive information is handled with a higher level of care and access is strictly limited.

7. Disclosure of Personal Information

We may disclose personal information to:

- Association committee members or authorised volunteers who require the information to perform their duties;
- professional advisers such as accountants, auditors or legal advisers;
- government, statutory or regulatory authorities where required by law; and
- service providers who assist with administration, information technology or record-keeping.

The Association does **not** sell, rent or trade personal information.

8. Overseas Disclosure

The Association does not routinely disclose personal information outside Australia. If overseas disclosure becomes necessary, it will occur only in accordance with the Australian Privacy Principles.

9. Security of Personal Information

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure. These steps include:

- restricting access to authorised persons only;
- secure storage of physical and electronic records;
- use of reputable information technology and document management systems; and
- secure destruction or de-identification of information when no longer required.

Personal information is retained only for as long as necessary to fulfil the purposes for which it was collected and to meet legal or regulatory requirements.

10. Access and Correction

You may request access to personal information we hold about you, or request correction of that information, by contacting the Association using the details below.

We will respond to requests for access or correction within a reasonable time and in accordance with the Privacy Act. In some circumstances, access may be refused where permitted by law.

11. Privacy Complaints

If you believe the Association has breached your privacy or this Privacy Policy, you may make a complaint by contacting:

11.1 Secretary

Royal Australian Armoured Corps Association (NSW) Inc. via email
at: *secretary@raacansw.com.au*

We will investigate complaints and respond in writing within a reasonable period.

If you are not satisfied with our response, you may lodge a complaint with the

11.2 Office of the Australian Information Commissioner (OAIC):

Website: <https://www.oaic.gov.au>

Phone: 1300 363 992

12. Changes to This Privacy Policy

This Privacy Policy may be updated from time to time to reflect changes in law or Association practices. The most current version will be made available through official Association communication channels or on request.