



WICEN (NSW) INC
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WICEN NSW Inc. PRIVACY POLICY

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WICEN NSW Inc. (WICEN) believes an individual's right to keep their personal information is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of member's personal information.

How we will collect your information:

- We will only collect information relevant to your membership and activities for WICEN and the Volunteer Rescue Association (VRA).
- The information we collect will include contact details, limited personal details and information about your participation in WICEN activities.
- We will collect this information directly from you, or if we use other sources we will tell you what they are.
- We will not collect any sensitive information other than to ensure your safety or to access your suitability for WICEN or VRA fitness requirements.

How we use your information

We will limit the use of your personal information to:

- Recommending to you, or providing you with information and services that you may need.
- Carrying out WICEN activities which include management, planning and analysis.
- Fulfilling our legal requirements (for example, disclosure to law enforcement agencies or the courts) and our obligations to Government agencies and the VRA.
- To communicate with you regarding WICEN business and activities and to keep you informed of other relevant activities affecting amateur radio emergency communication organisations.
- To send you WICEN correspondence.

Who will use your information

We will not share, sell or trade your personal information to any non WICEN person or organisation except where legally obliged to do so or as detailed below.

- We do allow your information to be provided to other select organisations that performs certain functions or operations for us; for example compiling records for the VRA member database.
- Members of the WICEN Committee and other select WICEN officials will have access to your information for the day to day running of WICEN.
- Clause 43 of our Rules of Association states that all our records must be available for inspection by any member.

Your information is secure

- Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

You have access to your information

- You can access the personal information we hold about you and request corrections.
- This right is subject to some exceptions, for example, information relating to existing or anticipated legal proceedings.
- You can request access to your information by applying to the WICEN Committee.

What to do if you think we have made an error

WICEN is committed to the protection of your privacy, and our policies, processes and systems have been developed with this intent. However sometimes human errors do occur. If you think we have not lived up to our commitment, please contact the Committee.