

Privacy Policy

WiN Australia (**we, our, us**) is the local chapter of Women in Nuclear Global (**WiN Global**) which is an international not-for-profit organisation set up to support and encourage women working in applications of nuclear science, engineering and technology throughout the world.

We recognise the importance of protecting the privacy and the rights of individuals in relation to their personal information. This document is our privacy policy and it tells you how we collect and manage your personal information.

We respect your rights to privacy under the Privacy Act 1988 (Cth) (**Act**).

What is your personal information?

When used in this privacy policy, the term “personal information” has the meaning given to it in the Act. In general terms, it is any information that can be used to personally identify you. This may include your name, address, telephone number, email address and profession or occupation. If the information we collect personally identifies you, or you are reasonably identifiable from it, the information will be considered personal information.

What personal information do we collect and hold?

We may collect the following types of personal information:

- name;
- mailing or street address;
- email address;
- telephone number;
- facsimile number;
- age or birth date; and
- profession, occupation or job title.

How do we collect your personal information?

We collect your personal information directly from you unless it is unreasonable or impracticable to do so. We may collect your personal information in the following ways:

- through your access and use of our website;
- during conversations between you and our representatives;
- if you send us an email enquiry; and
- when you complete an membership application.

Cookies

In some cases we may also collect your personal information through the use of cookies. When you access our website, we may send a “cookie” (which is a small summary file containing a unique ID number) to your computer. This enables us to recognise your computer and greet you each time you visit our website without bothering you with a request to register. We also use cookies to measure traffic patterns, to determine which areas of our website have been visited and to measure

transaction patterns in the aggregate. We use this to research our users' habits so that we can improve our online service.

Our cookies do not collect personal information. If you do not wish to receive cookies, you can set your browser so that your computer does not accept them.

We may log IP addresses (that is, the electronic addresses of computers connected to the internet) to analyse trends, administer the website, track users movements, and gather broad demographic information.

What happens if we can't collect your personal information?

If you do not provide us with the personal information described above we may be unable to process your membership, provide you with information on upcoming events and newsletters.

For what purposes do we collect, hold, use and disclose your personal information?

We collect personal information about you so that we can perform our business activities and functions.

We collect, hold, use and disclose your personal information for the following purposes:

- to send email updates relevant to your membership;
- to answer enquiries and provide information or advice about our activities and functions;
- to enter your details on the WiN Global database to enable you access to the Members' Only Section of the WiN Global website and to receive updates on upcoming events;
- to update our records and keep your contact details up to date;
- to process and respond to any complaint made by you; and
- to comply with any law, rule, regulation, lawful and binding determination, decision or direction of a regulator, or in co-operation with any governmental authority of any country.

Your personal information will not be shared, sold, rented or disclosed other than as described in this Privacy Policy.

To whom may we disclose your information?

We disclose your personal information to:

- WiN Global so your details can be added on to the WiN Global database to enable you to have access to the members' only section of the WiN Global Website and so you can receive information on upcoming events;
- any organisation for any authorised purpose with your express consent.

How can you access and correct your personal information?

You may request access to any personal information we hold about you at any time by contacting us (see the details below). Where we hold information that you are entitled to access, we will try to provide you with suitable means of accessing it (for example, by mailing or emailing it to you).

There may be instances where we cannot grant you access to the personal information we hold. For example, we may need to refuse access if granting access would interfere with the privacy of others. If that happens, we will give you written reasons for any refusal.

If you believe that personal information we hold about you is incorrect, incomplete or inaccurate, then you may request us to amend it. We will consider if the information requires amendment.

If we do not agree that there are grounds for amendment we will provide you with a decision setting out the reasons for the refusal. If the information cannot be amended we can add a note to the personal information stating that you disagree with it.

What is the process for complaining about a breach of privacy?

If you believe that your privacy has been breached, please contact us using the contact information below and provide details of the incident so that we can investigate it.

Do we disclose your personal information to anyone outside Australia?

We may disclose personal information to our related bodies corporate.

We take reasonable steps to ensure that the overseas recipients of your personal information do not breach the privacy obligations relating to your personal information.

We may disclose your personal information to entities located outside of Australia including the following:

- WiN Global located in the located in London, United Kingdom. The global membership database is maintained by WiN Global and is kept on a secure server within London. Access to the global membership database is restricted to two representatives from each Local Chapter.

Links

Our website may contain links to other websites operated by third parties. We make no representations or warranties in relation to the privacy practices of any third party website and we are not responsible for the privacy policies or the content of any third party website. Third party websites are responsible for informing you about their own privacy practices.

Contacting us

If you have any questions about this privacy policy, any concerns or a complaint regarding the treatment of your privacy or a possible breach of your privacy, please contact our Privacy Officer using the details set out below.

We will treat your requests or complaints confidentially. Our representative will contact you within a reasonable time after receipt of your complaint to discuss your concerns and outline options regarding how they may be resolved.

We will aim to ensure that your complaint is resolved in timely and appropriate manner.

Please contact our Privacy Officer at:

Privacy Officer : [Sarah Ballantyne?]
Post: [insert mailing address] Tel:
[insert phone number]
Email: winaustralia@gmail.com

Changes to our privacy policy

We may change this privacy policy from time to time. Any updated versions of this privacy policy will be posted on our website.

This privacy policy was last updated on 30/05/2017.