



Women in Finance

Ph: 0400 684 061

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GPO Box 1673, Brisbane Q 4001

Website: www.womeninfinance.com.au

Email: functions@womeninfinance.com.au

Women in Finance Association Incorporated Queensland Branch (WIF) realises the importance of privacy and is committed to protecting the privacy and confidentiality of your personal information. WIF has developed the following privacy policy in accordance with the *Privacy Act 1988* (including subsequent amendments) and the WIF Constitution. Should you have any questions regarding the following document, please do not hesitate to contact WIF.

Collection & Usage of Personal Information

Women in Finance Association Incorporated Queensland Branch, herein referred to as WIF, collects information from individuals so that we may provide services to our members and non-members. WIF will collect personal information directly from you through applications, feedback forms, event registrations and competition entries, in-person, over the phone and through the WIF website.

WIF will only collect personal information that will enable us to:

- Provide products and services to members;
- Keep members up to date with event information at various points throughout the year;
- Facilitate marketing to increase effectiveness or quality of member benefits; and
- Carry out internal administration and accounting operations.

WIF will not use or disclose your personal information for the primary purpose for which it was collected, unless we have your consent. Your consent may be in written form, given verbally or implied from the manner in which you discuss details with us.

Disclosing Your Personal Information to Other Organisations

In order for WIF to provide events and services, we may be required to disclose your personal information including full name and address details to other organisations. The organisations that WIF may outsource to include but are not limited to mailing houses, IT support and sponsors.

Organisations that WIF forward members personal details to, are bound by their own privacy policy in addition to the *Privacy Act 1988* (including subsequent amendments) which prohibits them from disclosing or using your personal information for any other purpose other than the grounds for which it was provided to them.

WIF will not sell or provide your details to any other organisation or person aside from that specified above.

WIF might occasionally arrange for you to be supplied with product or service information. You have the right to opt out of receiving such material simply by advising WIF in written form, via email, letter or fax, to the respective contact details shown at the end of this document.



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Your Consent

In most cases, you will give your consent to the collection and usage of personal information through the completion of an application form or document. In other cases you may express your consent verbally, over the phone or in person. In order for WIF to provide the events and services associated with WIF membership or event attendance, it is important you provide us with the required personal information. If you do not disclose all the necessary information, WIF may be unable to accept your application for membership of WIF or attendance at WIF events.

For existing members and guests on our database, implied positive consent will be assumed for personal information held by us in relation to your membership and/or the services that we provide or that you have requested.

Our Duty of Confidentiality

WIF have a duty to keep all of your personal information confidential, and will do so, except under the following circumstances:

- Under legal duty to do so including circumstances where we are under a lawful duty of care to do so;
- It is in public interest; and
- Your consent has been granted.

Your Rights

From time to time, WIF may provide you with information relating to new benefits, products, services or WIF affiliated services. You have the right to opt out of receiving such material including these benefits simply by advising WIF in written form, via email, letter or fax, to the respective contact details shown at the end of this document.

Under the Privacy Act you have the right to access all of your personal information held by WIF. In most cases, simple requests will be handled promptly, but more detailed requests involving retrieval processes from our archives etc may take up to 45 days and may involve a fee to recover our costs.

WIF takes reasonable steps to ensure your personal information is correct, up to date and accurate. However, if you find that any personal information is inaccurate, incomplete or out-of-date, please contact WIF and we will take the necessary steps to ensure it is corrected.

We rely on the accuracy of the data which you provide to us, and encourage you to let us know of any changes.

We will only collect the information necessary to do business with you, and WIF will not seek sensitive information, as outlined in the Act, unless it is authorised by you, and considered necessary for the particular service.



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If you have a concern regarding a breach in privacy, you should first contact the President of WIF at the address mentioned below, and if you require further adjudication, you can refer your complaint to the Office of the Federal Privacy Commissioner on telephone 1300 363 992.

Contacting Us

If you have any questions in relation to this policy, please contact us:

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