



## PRIVACY Statement

MACE Incorporated (MACE) will only collect, store, use, disclose and destroy your personal information in accordance with the Privacy Act 1988.

Schedule 1 to the *Privacy Act 1988* contains the Australian Privacy Principles (APPs) which regulate the way personal information can be collected and used.

Website: [mace.vic.edu.au](http://mace.vic.edu.au)

When you view our website, a record of your visit is logged for statistical purposes. This record includes the following information, which is provided by your browser:

- your server address
- the date and time of the visit to the site
- the pages accessed and documents downloaded
- the previous site visited
- the type of browser used.

This information is used to help us understand our users and to maintain and improve our services. This information will not be disclosed to any other government agency, organisation or individual unless we are required by law to do so.

### Privacy policy

Our Privacy policy sets out how we will comply the Australian Privacy Principles. The APPS are legally binding on MACE and regulate the way in which MACE complies with these principles – how we collect, store, use and disclose personal information, and how you can access and correct that information.

Our policy includes how and why we collect, store and use email addresses and other personal information required by some forma in the Charity Portal.

## Privacy principles

The ten Information Privacy Principles (IPPs) are contained in Schedule 1 to the *Privacy and Data Protection Act 2014* (PDP Act).

Refer to *Guidelines to the Information Privacy Principles* for full text of the IPPs:

### IPP 1 – COLLECTION

An organisation can only collect personal *information* if it is necessary to fulfil one or more of its functions. It must collect *information* only by lawful and fair means, and not in an unreasonably intrusive way. It must provide notice of the collection, outlining matters such as the purpose of collection and how individuals can access the *information*. This is usually done by providing a Collection Notice, which should be consistent with an organisation's *Privacy Policy*.

### IPP 2 – USE AND DISCLOSURE

Personal *information* can only be used and disclosed for the primary purpose for which it was collected, or for a secondary purpose that would be reasonably expected. It can also be used and disclosed in other limited circumstances, such as with the individual's consent, for a law enforcement purpose, or to protect the safety of an individual or the public.

### IPP 3 – DATA QUALITY

Organisations must keep personal *information* accurate, complete and up to date. The accuracy of personal *information* should be verified at the time of collection, and periodically checked as long as it is used and disclosed by the organisation.

### IPP 4 – DATA SECURITY

Organisations need to protect the personal *information* they hold from misuse, loss, unauthorised access, modification or disclosure. An organisation must take reasonable steps to destroy or permanently de-identify personal *information* when it is no longer needed.

### IPP 5 – OPENNESS

Organisations must have clearly expressed policies on the way they manage personal *information*. Individuals can ask to view an organisation's *Privacy Policy*.

### IPP 6 – ACCESS AND CORRECTION

Individuals have the right to seek access to their own personal *information* and to make corrections to it if necessary. An organisation may only refuse in limited circumstances that are detailed in the PDP Act. The right to access and correction under IPP 6 will apply to organisations that are not covered by the *Freedom of Information Act 1982* (Vic).

### IPP 7 – UNIQUE IDENTIFIERS

A unique identifier is an identifier (usually a number) that is used for the purpose of identifying an individual. Use of unique identifiers is only allowed where an organisation can demonstrate that the assignment is necessary to carry out its functions efficiently. There are also restrictions on how organisations can adopt unique identifiers assigned to individuals by other organisations.

### IPP 8 – ANONYMITY

Where lawful and practicable, individuals should have the option of transacting with an organisation without identifying themselves.

### IPP 9 – TRANSBORDER DATA FLOWS

If an individual's personal *information* travels outside Victoria, the *privacy* protection should travel with it. Organisations can only transfer personal *information* outside Victoria in certain circumstances, for example, if the individual consents, or if the recipient of the personal *information* is subject to a law or binding scheme that is substantially similar to the Victorian IPPs.

### IPP 10 – SENSITIVE INFORMATION

The PDP Act places special restrictions on the collection of sensitive *information*. This includes racial or ethnic origin, political opinions or membership of political associations, religious or philosophical beliefs, membership of professional or trade associations or trade unions, sexual preferences or practices, and criminal record. Organisations can only collect sensitive *information* under certain circumstances.

## Complaints process

If you have a complaint about our treatment of your personal information, you should contact us by any of the methods set out below. Depending on the complexity of your complaint, MACE will consider and respond to it within 40 days. We will use our best endeavours to resolve any complaint to your satisfaction. However, if you are not satisfied with our response, you are entitled to contact the Office of the Privacy Commissioner who may investigate your complaint further.

## Contacting us about privacy

Chief Executive Officer, MACE: 145-147 High Street, Mansfield, 3722

Telephone: +613 5775 2077

E-mail: [reception@mace.vic.edu.au](mailto:reception@mace.vic.edu.au)