

PRIVACY POLICY



January 2017

Goolawah Land share Cooperative has developed this policy to show our obligations to you in respect of how we manage your personal information.

We have adopted the National Privacy Principles contained in the Privacy Act 1988. This governs the way in which we collect, use, disclose, store, secure and dispose of your personal information.

What is Personal Information

Personal information is information or an opinion that identifies an individual.

Personal Information that Goolawah Land Cooperative collects includes:

- Name
- Address
- Email
- Phone
- Lot Number
- Date you became a member or guest of the Cooperative.

This information is kept on a register that is kept under lock and key and accessed only by the Board of Directors. This protects it from misuse, loss, unauthorised access, modification, or disclosure. Members have the opportunity to have their name and phone number listed in two places;

- in the emergency notification tree
- Goolawah phone text information

Other Information collected

To become a member or guest of Goolawah Cooperative requires the following information;

- Criminal and Identity Record Checks
- Character Referee Checks
- Check lists of who you have met at the Cooperative and what you have learnt.

This information is seen by a member of the Membership & Guest Committee. This information is not shared at any point unless there is an area of concern in which case the information is seen by Board of Directors only. You will be told if this is going to happen, you have the option of not continuing the membership or guest process at which point all your documents are returned.

This information is NOT kept on file but returned to you on completion of the membership or guest process or you decide not to become a member or guest of Goolawah.

Access to your personal Information

You may have access to the information we hold about you and to update or correct it.

Disclosure Of Information

Personal Information may be disclosed only where required or authorised by law.