

# Privacy Policy Nguni Australia Pty Ltd

ACN 670016323

Revised 2023

## **Purpose**

To ensure that all Directors, staff, contractors, members and third parties who are responsible for handling personal information do so in a manner that protects every individual's right to privacy.

# **Policy**

Nguni Australia is committed to protecting everyone's right to privacy. In collecting information, Nguni Australia will comply with all aspects of the The Queensland Information Privacy Act 2009 and the Privacy Act 1988.

It is Nguni Australia's responsibility to ensure that relevant personnel are familiar with their obligations under the Acts and that the handling of personal information is done so in

accordance with the law.

In particular:

Nguni Australia will only collect personal information that is required for its activities

Information will only be used for the purpose for which it was collected

If information is required for other purposes other than those for which it was collected, consent to the particular purpose will be sought beforehand, and is only valid for that purpose

Information will only be accessed by officials Nguni Australia including staff and Directors

Information will be securely stored

Information will be destroyed if it is no longer needed for any purposes

#### **Procedures**

#### **Collection and Consent**

On the Nguni Australia Membership Form, it defines the purpose for collection of information and a consent statement re: distribution of information for signing if consent is given.

The information collected is only distributed for the stated purposes, including:

- For inclusion and maintenance in the membership database
- For use of Nguni Australia staff and Directors in interaction with members

Permission must be sought first if personal data is to be used for anything other than the stated purpose on the membership form.

Nguni Australia can request consent for the taking and use of photographs in the Nguni Australia Newsletters, Journals, website.

Where consent is not given to distribute information, the member's details are stored privately and unavailable in the publicly accessible online membership database.

#### Storage and Access to Information

Information is stored centrally by Agpro Technology

Only Directors can be provided with member information if the member has not publicly allowed their information to be accessed by the Herdbook database.

When information is not required for any further purpose, it is destroyed.

### **Review Details**



# Nguni Australia

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