

Australian Intercollegiate Meat Judging Association Privacy Policy

1. Background

Australian Intercollegiate Meat Judging Association Inc ABN 91 833 297 443 (ICMJ) respects the privacy of individuals. This policy sets out how ICMJ collects and handles personal information and describes how ICMJ holds, uses and discloses personal information.

2. Types of personal information collected

The personal information which ICMJ collects and holds will depend on the nature of your interaction with us but generally includes your name, contact details (such as your phone number, address and email address) and general information about your business or education operations. It may also include credit card details if you are purchasing a product, dietary requirements or information from your résumé if we require these details for an event or our general business. We will ordinarily identify at the time of collecting your personal information which elements we require to facilitate your interaction with ICMJ.

You may be able to deal with ICMJ without identifying yourself (ie anonymously or by using a pseudonym) in certain circumstances, such as when you make a general enquiry about ICMJ or its programs. If you wish to do so, please contact us to find out if this is practicable in your circumstances.

3. Method of collection of personal information

ICMJ generally only collects personal information if you choose to provide it yourself, for example in person, over the telephone, by post or email, via ICMJ's website or by completing online or hard copy forms. However, there may be occasions when ICMJ collects your personal information from someone else, such as when we engage a third party to assist us with our events or when we jointly conduct a program or event with other organisations or consultants.

ICMJ also automatically collects certain information when you visit ICMJ's website. Such information includes your browser type, server address, operating system type, your IP address, how and when you use the ICMJ website and previous websites visited. ICMJ uses this information on an anonymous basis and does not use it to personally identify you unless required to do so by law.

You do not have to provide your personal information to ICMJ but, if you do not provide the information requested, ICMJ may not be able to manage your membership or provide you with its products and services.

4. Purposes for holding and using personal information

ICMJ uses the personal information that it collects for the purposes for which it was provided to ICMJ, to carry out ICMJ's business purposes (which are detailed generally on ICMJ's website www.icmj.com.au), to fulfil its legal obligations, other related purposes or as permitted or required by law. Where ICMJ documents request personal information, ICMJ will state the general purposes for its use and to whom it may be disclosed, and the main consequences, if any, if the information is not provided. ICMJ's general purposes may include:

- (a) providing products and services that you have requested and responding to your enquiries;
- (b) administering ICMJ's programs;
- (c) keeping ICMJ's members, stakeholders and relevant members of the public informed of ICMJ's business, the products and services that it provides;
- (d) administering competitions and scholarship programs;
- (e) administering events;
- (f) managing your membership with ICMJ and in relation to ICMJ's annual general meeting;
- (g) complying with legal requirements.

Australian Intercollegiate Meat Judging Association Privacy Policy

5. Disclosure of personal information

Generally, ICMJ will obtain consent before it discloses any personal information other than as specified in this policy. Such consent may be given expressly or it may be implied by conduct.

Depending on the product or service, your personal information may be disclosed to:

- (a) ICMJ's related entities and representatives for the purpose of ICMJ's business only;
- (b) external service providers (on a confidential basis and such service providers will be limited in their use of the information to the purpose of ICMJ's business only). Such as those providing scholarships to members, where the member has applied for the scholarship.
- (c) specialist advisers to ICMJ who have been engaged to provide ICMJ with legal, administrative, financial, insurance, research, marketing or other services; and
- (d) any other person authorised, implicitly or expressly, when the personal information is provided to or collected by ICMJ.

ICMJ may also publish its disclosure practices in relation to specific products or services that it provides.

6. Security of personal information

ICMJ takes reasonable steps to protect personal information it holds from misuse, loss and interference and from unauthorised access, modification or disclosure.

ICMJ will take reasonable steps to destroy or permanently de-identify personal information it holds if it is no longer needed for ICMJ's business purposes and it is permissible by law to do so.

7. Sensitive information

ICMJ does not generally collect any sensitive information as that term is used in the privacy legislation (including information relating to racial or ethnic origin, membership of political bodies, religion or trade unions, sexual preferences or activities, criminal record, state of health or medical history). ICMJ will only collect sensitive information where required by law or with consent. If ICMJ holds any sensitive personal information, that information will only be used and disclosed by ICMJ for the purpose for which it was provided.

If ICMJ asks for sensitive information, ICMJ will explain the reason for this.

8. Access to personal information

A person may request access to personal information that ICMJ holds about them by contacting ICMJ using the contact details below. ICMJ will process such requests within a reasonable time and may charge a fee for providing access to cover the costs of verifying the application and retrieving the information requested. If ICMJ denies an access request, it will provide reasons for doing so.

9. Correction of personal information

ICMJ will take reasonable steps to ensure the personal information it holds is accurate, complete and up to date.

ICMJ should be promptly notified if there are any changes to an individual's personal information by contacting ICMJ using the contact details below. A person may ask ICMJ at any time to correct personal information held by it about them. On request, ICMJ will take reasonable steps to correct the information so that it is accurate, complete and up to date, or will provide reasons for not doing so.

Australian Intercollegiate Meat Judging Association Privacy Policy

10. How to make a complaint

If you wish to make a complaint about a breach of this policy or the Australian Privacy Principles set out in the Privacy Act 1988 (Cth), you can contact ICMJ using the contact details below. You will need to provide sufficient details regarding your complaint as well as any supporting evidence and information.

ICMJ will refer your complaint to a member of the Executive who will investigate the issue and determine the steps that ICMJ will undertake to resolve your complaint. ICMJ will contact you if it requires any further information from you and will notify you in writing of the outcome of the investigation. If you are not satisfied with ICMJ's determination, you can contact ICMJ to discuss your concerns or contact the Australian Privacy Commissioner via www.oaic.gov.au.

11. Changes to this policy

ICMJ may amend this policy from time to time, and the amended policy will be published on ICMJ's website. Please review ICMJ's website periodically for changes to this policy. Your continued use of ICMJ's website or services or provision of further personal information to ICMJ once this policy has been amended constitutes your acceptance of the amended policy.

12. Contact ICMJ

If you have any questions or concerns about this policy or ICMJ's privacy practices, please contact ICMJ by emailing meatjudging@gmail.com