

QPUE PRIVACY POLICY

This policy outlines the ways in which the Queensland Police Union of Employees ABN 75 781 631 327 and its related entities (“**We**”) collect, use, disclose, store, secure, manage and dispose of your Personal Information in accordance with the Australian Privacy Principles (“**the APP’s**”).

Where the words “**Personal Information**” are used in this policy, that expression means information or an opinion that is either specifically about you, or if you are not specifically identified but you are reasonable capable of being identified, irrespective as to:

- (a) Whether the information or opinion is true or not; and
- (b) Whether the information or opinion is recorded in a material form or not.

The Kinds of Personal Information We Collect and Hold

[APP 1.4(a)]

The kinds of Personal Information we collect from you may vary depending upon the nature of the services you request we provide to you from time to time. Generally, we will collect from members information regarding their name, contact details, gender, date of birth and employment details. We may also collect and hold other pertinent information directly related to your matter with us where you have requested we provide you with assistance in a specific industrial or other legal matter.

How We Collect and Hold your Personal Information

[APP 1.4(b)]

We will collect the majority of your Personal Information from you directly. We may also however obtain your Personal Information from:

- (a) Government Departments or Agencies by undertaking searches or by request;
- (b) The Crime and Misconduct Commission or any government misconduct oversight body;
- (c) The Queensland Police Service; or
- (d) Legal professionals who have acted on your behalf previously.

We will obtain your consent before contacting any third party for the purposes of collecting your Personal Information.

Anonymity and Pseudonymity

You are entitled to provide your Personal Information to us without identifying yourself or through the use of a pseudonym, unless:

- (a) we are required by law to only deal with individuals who have identified themselves when providing the services that you have requested we provide; or
- (b) we form the view that it is impractical to provide the services that you have requested we provide without being able to identify you personally.

In these circumstances we reserve the right to not accept your membership with our organisation unless you identify yourself when providing your Personal Information.

The Purposes for which we Collect, Hold, Use and Disclose your Personal Information [APP 1.4(c)]

We collect, hold, use and disclose your Personal Information for the following purposes:

- (a) Advocating your rights as a member of our organisation;
- (b) Providing you with representation in industrial or other legal matters;
- (c) Providing you with information about other services that we, our related entities and other organisations that we have affiliations with, offer that may be of interest to you;
- (d) Facilitating our internal reporting obligations, including the fulfilment of any legal requirements; and
- (e) Analysing our services and member needs with the view of developing new or improved services.

How you May Access or Seek the Correction of Personal Information Held by Us [APP 1.4(d)]

You may access or seek the correction of any Personal Information held by us by contacting our General Secretary on (07) 3259 1900. Alternatively, you may contact our offices using the contact details available at our website www.qpu.asn.au or by written request forwarded to:

The General Secretary
217 North Quay
Brisbane QLD 4000
Australia

How You May Complain about a Breach of the APP's by Us [APP 1.4(e)]

If at any stage you feel we have breached the APP's in our collection, use, disclosure, storage, security, management or disposal of your Personal Information, you may lodge a complaint with our General Secretary using the contact details available on our website www.qpu.asn.au.

We are committed to protecting your privacy and as such we treat all complaints very seriously. Our General Secretary will address your concerns with our Executive Committee and contact you to ensure you are satisfied with our proposed resolution. If we do not respond to you within 30 days or you are not satisfied with our response, you are entitled to lodge a "Privacy Complaint Form" with the Office of the Australian Information Commissioner. Copies of this form and details relating to lodgement are available at www.oaic.gov.au/privacy/making-a-privacy-complaint.

Our Disclosure of Your Personal Information [APP 1.4(f)]

We may in the course of your membership with our organisation disclose your Personal Information to the following recipients:

- (a) Third party organisations with whom we have ongoing relationships, such as the Queensland Police Credit Union and Policeheath;
- (b) Third parties whose services we engage on your behalf in order to provide the services you have requested we provide to you, including third party legal representatives;
- (c) Our professional advisers, including our accountants, auditors and lawyers; and
- (d) Other regulatory bodies as required by law.

We will only disclose your Personal Information to a third party in one or more of the following circumstances:

- (a) Where you have granted your prior consent to such a disclosure;
- (b) Where you would reasonably expect us to disclose your personal information in order to provide the services you have requested we provide to you;
- (c) Where we are required to disclose your Personal Information to a third party by law;
- (d) Where our disclosure of your Personal Information will prevent or lessen a serious threat to a person's life, health or safety or to public health or safety;
- (e) Where it is necessary with regards to suspected unlawful activity, or misconduct of a serious nature that relates to our functions or activities;
- (f) Where it will prevent or lessen a serious threat to somebody's life, health or safety or to public health or safety;
- (g) Where it is reasonably necessary to assist in locating a missing person;
- (h) Where it is reasonably necessary to establish, exercise or defend a claim at law;
- (i) Where it is reasonably necessary for a confidential dispute resolution process;
- (j) Where it is reasonably necessary for the enforcement of a law conducted by an enforcement body;
- (k) Where it is otherwise required or authorised by law.

Disclosure of Personal Information to Overseas Recipients

We do not as a matter of course disclose the Personal Information of our members to overseas recipients. Where we intend to do so, we will advise you of the location in which such overseas recipient is likely to be located so as to obtain your informed consent to such a disclosure before it is made, and take steps to ensure the use, disclosure, storage, security, management and disposal of your Personal Information by the overseas recipient is subject to safeguards, either equal to or superior to those afforded to you by Australian law.

Our Website

We collect website activity statistics such as the number of visitors, pages visited, time and date of visit and where you accessed our website or blog from, so that we can make informed decisions relating to improving our website and the services we deliver. This information is anonymous and doesn't identify a person.

When you visit our website a cookie is placed on your computer. The cookie does not contain personal information that can identify you, but may contain information about the page you visited on our website. If you do not wish for this to occur, you can remove cookies from your computer, by following the standard procedures applicable to your internet browser.

Our website may from time to time contain links to other websites. These websites may not be administered by our organisation and as such may abide by a privacy policy or standard that differs to this document. You should consult the privacy policy outlined on each website in order to verify how that website collects, uses, discloses, stores, secures, manages and disposes of Personal Information.

Copies of this Policy are available free of charge upon request.