**Privacy Policy**

Our Commitment

The protection of personal information in the private sector is required by the Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 (“Act”).

All employees and Management of Indian Ocean Group Training Association (IOGTA) are expected to comply with the Act and IOGTA policies and procedures concerning the protection of personal information.

If IOGTA collects any personal information such as a person’s name, contact details or medical history we will comply with the following principles:

**Collecting and Using Personal Information**

IOGTA will only collect personal information by lawful, fair and unobtrusive means and will only use that information to the extent necessary for its business purposes. IOGTA will only use personal information collected for the purpose for which it was provided, or will otherwise comply with the requirements of the Act.

**Disclosing Personal Information**

IOGTA’s policy is not to disclose any personal information to any unrelated third party, except with consent or where we are required by law to do so.

**Retention and Disposal of Information**

IOGTA will only keep personal information it needs. IOGTA will dispose of such information when it has no further need to use it or it is required by law.

**Security**

IOGTA uses all reasonable efforts to ensure that any personal information collected is held securely. In addition, only authorised personnel have access to personal information.

**Accessing and Updating Personal Information**

IOGTA makes every effort to keep any personal information up to date and accurate. Individuals may access their personal information and notify us of any change, modification or correction by contacting any of IOGTA Management.

Review of Policy

This policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | **Position** |  | **Signature** |  | **Date** |
| Daniel Becker |  | General Manager |  |  |  | 12 June ‘17 |

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