



# Tasmanian Farmers and Graziers Association

## Privacy Policy

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Board Endorsed	Out of Session 2022	Internal Review Date:	April 2023

### POLICY STATEMENT

The Tasmanian Farmers & Graziers Association (TFGA) is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your personal information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your personal information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aoic.gov.au](http://www.aoic.gov.au)

References to "TFGA", "we", "us" and "our" in this Privacy Policy refers to the Tasmanian Farmers and Graziers Association.

### PURPOSE

This policy explains the types of personal information that we may collect and hold, how that information is used and with whom the information is shared. It also sets out how you can contact us if you have any queries or concerns about this information.

### SCOPE

The APPs prescribed in the Privacy Act 1988 ("the Act") apply to TFGA and all other organisations, and this policy is intended to implement the APPs and TFGA's obligation under the APPs. Anyone who has access to TFGA information must abide by this Policy.

#### *Why do we collect personal information?*

We collect your personal information for the primary purpose of providing our services to you, providing information to our members, communicating and engaging with stakeholders and to meet legal obligations.

You may unsubscribe from our mailing lists at any time by contacting us in writing.

#### *What personal information do we collect?*

The types of personal information we may collect includes contact information, information about your business, financial contributions to TFGA, communication preferences, committee affiliations, matters discussed with TFGA personnel and any feedback that you provide to us.

Personal information is obtained in many ways including interviews, correspondence, telephone conversations, by email, via our website [www.tfga.com.au](http://www.tfga.com.au), from media and publications, from other publicly available sources and from third parties.

Where reasonable and practicable to do so, we will collect your personal information only from you. However, in some circumstances we may be provided with information by third parties, such as commodity levy collection agents.

### ***How might TFGA use your personal information?***

Generally, TFGA may use your personal information for a range of purposes, including:

- We may disclose **only** your name, address and commodity mix to TFGA Council and Committee members providing the member privacy release agreement has been received by TFGA for the purposes of TFGA membership services only.
- We may disclose **only** to TFGA Directors your name, address, commodity mix as well as subscription category or levies paid, providing the member privacy release agreement has been received by TFGA for the purposes of TFGA membership services only.
- To enable applications for membership to be made and endorsed by the TFGA directors.
- To respond to your enquiries, advocate on your behalf and provide you with our services.
- To enable us to offer products and services to member, manage your membership with TFGA and process payments.
- To process forms, surveys or questionnaires that you have completed.
- To consider applications for awards, competitions or project funding grants.
- To verify eligibility for voting rights at an TFGA Annual General Meeting (AGM) or Special General Meetings (SGM).
- To forecast future needs of our services.
- To provide you with information about developments in the industry, events and projects that we are involved in.
- To organise and coordinate our forums, field days, workshops and other events.
- To enable us to comply with our constitutional obligations, such as notices of meetings, election of officers and voting processes and renewal of memberships.
- To enable us to assess job applications and employ staff.
- For any other purpose identified at the time of collecting your information.

### ***Disclosure of personal information to other parties***

TFGA may disclose your personal information to third parties such as our professional advisers or our external service providers, taking all reasonable steps to ensure confidentiality is maintained.

TFGA may also disclose personal information when required by law, where disclosure is necessary to prevent a threat to life, health or safety, or where we are otherwise permitted by the Privacy Act.

We do not sell or license your personal information to third parties.

### ***Security and management of personal information***

TFGA will take all reasonable steps to protect the personal information we hold from misuse, loss and from unauthorised access, modification or disclosure. How we do this includes:

- limiting physical access to our premises.
- limiting access to the information we collect.
- requiring any third-party providers to provide a signed confidentiality agreement and
- putting in place physical, electronic, and procedural safeguards in line with industry standards.

When your personal information is no longer needed for the purpose for which it was obtained, we will take all reasonable steps to securely archive, destroy or permanently de-identify your personal information.

### ***Links from our website to other websites***

The TFGA's website may contain links to third-party websites. We are not responsible for the collection or handling of personal information by the operators of these websites.

### ***Accessing the information we hold***

Under the APPs, you may be able to obtain a copy of the personal information that we hold about you. In order to protect your personal information, we may require identification from you before releasing the requested information.

If you wish to access your personal information, please contact us in writing. TFGA will not charge any fee for your access request.

### ***Updating personal information***

It is an important to us that your personal information is up to date. We will take all reasonable steps to make sure that your personal information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

### ***Sending information overseas***

TFGA does not send information overseas.

### ***Policy Updates***

This Policy may change from time to time and is available on our website.

### ***Complaints & Enquiries***

If you have any queries or complaints about our Privacy Policy, please contact TFGA, PO Box 193 Launceston, via phone (03) 6332 1800 or by email [reception@tfga.com.au](mailto:reception@tfga.com.au).

We will endeavour to respond to all complaints and correspondence promptly.