

# UNSW LAW SOCIETY

# PRIVACY POLICY

APPROVED: 11/02/2019

LAST MODIFIED: 10/02/2019

UNSW Law Society Incorporated (“LawSoc”) is committed to providing quality services to our members and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We will use your Personal Information and related data to improve the way we operate and the services we offer.

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.aaic.gov.au](http://www.aaic.gov.au)

### **What is Personal Information and why do we collect it?**

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone and student identification numbers.

LawSoc obtains this Personal Information in many ways including but not limited to **the register of members; competition registration; LawSoc events, activities and tickets; interviews; correspondence by telephone, email and any other means; our website; and from third parties.**

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients or sponsors, and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

### **Sensitive Information**

Sensitive information is defined in the *Privacy Act* to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law

### **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. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

## Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- To third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

## Access to your Personal Information

Where feasible, you may access the Personal Information we hold about you and update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

**LawSoc** will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information. In order to protect your Personal Information we may require identification from you before releasing the requested information.

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.

## Policy Updates

This Policy may change from time to time and is available on our website ([www.unswlawsoc.org](http://www.unswlawsoc.org)). LawSoc reserves the right to use its discretion when updating this Policy and may do so without notice.

## Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact the Secretary at [secretary@unswlawsoc.org](mailto:secretary@unswlawsoc.org).