

# Privacy Policy – UQLA

University of Queensland Law Alumni Association ACN 616 240 923

## Protecting your privacy

The University of Queensland Law Alumni Association (**UQLA**) is committed to protecting personal information you provide to us. We will collect, use and disclose personal information in accordance with this policy and the Australian Privacy Principles (Schedule 1, *Privacy Act 1988* (Cth) (**Privacy Act**)).

## What is your personal information?

Personal information is defined in the Privacy Act to mean information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

For example, personal information includes an individual's name, address, telephone number, email address, bank account or credit card details.

## Collection of personal information

The UQLA is a charitable corporation limited by guarantee. Under our Constitution, our principal functions are the advancement of education at the University of Queensland, including at the TC Beirne School of Law (**Functions**). We will be seeking to perform these Functions through use of the UQLA website ([www.uqla.org.au](http://www.uqla.org.au)).

The UQLA only collects personal information that is reasonably necessary to carry out these Functions. The types of information collected by the UQLA include, but may not necessarily be limited to, your name and contact details (including your address).

Generally the UQLA will not collect sensitive information about you (such as your race or ethnic origin, political beliefs or religion). If the UQLA needs sensitive information, it will ask your consent when it collects this information (unless an exemption applies).

We may collect personal information when you:

- deal with us over the telephone or by email;
- visit our website and provide your details on our website, including when you register to use our website.

The UQLA may collect information based on how you use the website. The UQLA may use 'cookies' and other similar technologies to collect non-identified/anonymous information about the users of its website such as the number of visitors and the number of pages viewed. This information is collected to analyse and improve the website and to record statistics on web traffic. No attempt is made by the UQLA to use this information to personally identify you.

If reasonable and practicable to do so, the UQLA will collect personal information directly from you.

The UQLA will only collect personal information from you by lawful and fair means.

## **Use and disclosure of your personal information**

We will use, hold and in limited circumstances or with your consent, disclose, your personal information primarily for the purpose of performing our Functions.

In some circumstances your personal information may be disclosed to service providers that perform a range of services on behalf of the UQLA including auditors and solicitors, information technology vendors and other consultants.

We may disclose your personal information to the University of Queensland, because of our close involvement with the University in performing our Functions.

Apart from representatives of the UQLA who are based overseas, the UQLA is unlikely to disclose your personal information to any overseas recipient.

## **Storage and protection of personal information**

The security of your personal information is of paramount importance to the UQLA and it will take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification and disclosure, including putting in place electronic and physical security measures.

Reasonable steps will be taken to dispose of personal information that is no longer needed for the purposes for which it was collected.

## **Access and correction of your personal information**

Subject to certain exceptions, the UQLA will provide you with access to your personal information upon receiving a written request. The UQLA will endeavour to acknowledge such requests within 14 days of receiving the request and provide the requested information within 30 days.

If you believe that the UQLA is holding inaccurate or outdated information about you, you should notify the UQLA in writing by contacting us at the contact details below. We will take reasonable steps to correct the information so that it is accurate, up-to-date, complete, relevant and not misleading.

In certain circumstances, the UQLA may not be able to correct or provide you with access to your personal information. In these circumstances the UQLA will write to you to explain and provide the reasons why.

## **Complaints**

If you consider that the UQLA has breached the Australian Privacy Principles, you may make a complaint in writing to the UQLA at the contact details below.

The UQLA will endeavour to acknowledge the complaint within 14 days of its receipt and investigate the complaint and respond to you advising the outcome of the investigation within 30 days or as soon as practicable.

If you are not satisfied with our response, you may take your complaint to the Office of the Australian Information Commissioner.

## **Contact us**

If you have any questions about this privacy policy, if you wish to complain about how the UQLA handled personal information about you or if you wish to access or correct your personal information, please contact the UQLA by:

Email: [president@uqla.com.au](mailto:president@uqla.com.au)

Post: President, UQLA, Level 16, 95 North Quay, Brisbane 4000.

Phone: (07) 3360 3387

### **Changes to our privacy policy**

This privacy policy is subject to change at any time. Please check our Website regularly for any changes. By continuing to use the Website you will be deemed to have accepted any changes to the UQLA's privacy policy.