

PRIVACY POLICY

The Exmouth Chamber of Commerce & Industry (Exmouth CCI) is committed to providing quality services to its members, partners, stakeholders, and other parties. This policy outlines Exmouth CCI's commitment to managing Personal Information.

The Exmouth CCI has adopted the Australian Privacy Principles (APPs) contained in the Federal Privacy Act 1988. The APPs govern the way in which Exmouth CCI collects, uses, discloses, stores, secures and disposes Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

What is Personal Information and why does the Exmouth CCI collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information that the Exmouth CCI collects includes names, addresses, email addresses, phone numbers, and mobile numbers.

This Personal Information is obtained in many ways including correspondence, telephone and facsimile, email, via the <http://www.exmouthcci.com.au> website, from media and publications, from other publicly available sources, and from third parties. The Exmouth CCI does not guarantee website links or policies of authorised third parties.

The Exmouth CCI collects Personal Information for the primary purpose of providing services to its membership, providing information to clients, and for marketing. The Exmouth CCI may also use Personal Information for secondary purposes closely related to the primary purpose, in circumstances where members would reasonably expect such use or disclosure. Members may unsubscribe from the Exmouth CCI mailing/marketing lists at any time by contacting the Exmouth CCI in writing.

Sensitive Information

Sensitive information is defined in the Federal Privacy Act 1988 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 the Exmouth CCI only:

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

Third Parties

Where reasonable and practicable to do so, the Exmouth CCI collects Personal Information directly from its members. However, in some circumstances the Exmouth CCI may obtain Personal Information because it has been provided by third parties. In such a case the Exmouth CCI will take reasonable steps to ensure that the member is made aware of the information that has been provided by the third party.

Disclosure of Personal Information

Members' Personal Information may be disclosed in several circumstances, including the following:

- To third parties when members have provided consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Members' Personal Information is required to be stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification, or disclosure.

When members' Personal Information is no longer required for the purpose for which it was obtained it will continue to be stored in client files which may be kept by the Exmouth CCI for a minimum of 7 years.

Access to Personal Information

A member may access their Personal Information held by the Exmouth CCI and update and/or correct it, subject to certain exceptions. If a member wishes to access their Personal Information, they are to request access from the Exmouth CCI in writing.

The Exmouth CCI will not charge a fee for any access request, however, may charge an administrative fee for providing a copy.

To protect Personal Information the Exmouth CCI requires identification from members before releasing the requested information.

Maintaining the Quality of Personal Information

It is an important that Personal Information is up to date. The Exmouth CCI will take reasonable steps to make sure that Personal Information is accurate, complete, and up to date. If it appears that the information the Exmouth CCI holds is not up to date, or is inaccurate, the relevant member is to be requested to advise the Exmouth CCI as soon as practicable so records can be updated and thus ensure continued quality services.

Web Site, Social Media, and other Online Platforms

Data may be collected when visitors interact with the Exmouth CCI website, Member Database, Social Media platforms, and any other online tools utilised by the Exmouth CCI from time to time (“Platforms”). The information collected may include, but is not limited to, information accessed or viewed on the Platforms, posted as comments, posted as links, posted as images, and posted as files.

It is a requirement that visitors to the Exmouth CCI Platforms ensure any information shared or provided on these Platforms can be shared, is not of a sensitive nature, and will not cause damages to others. The Exmouth CCI hold no responsibility for information shared on the Exmouth CCI platforms that may become public and may cause damage to others.

If you interact with any of the Exmouth CCI Platforms, you may opt-in to saving your name, email address and website in cookies. If you interact with the Exmouth CCI Membership Database, we may set a temporary cookie at login time to determine if your browser accepts cookies. Further, cookies containing your preferences may also be set. All cookies are stored to your local device and are not stored on any Exmouth CCI platforms.

Content on Exmouth CCI Platforms may include embedded content (e.g. copy, text, videos, recordings, images, articles, etc.) from 3rd party Platforms. Embedded content from other Platforms behaves in the same way as if the visitor has visited the other Platform and is subject to that Platforms Privacy Policy and Terms of Use.

A visitor’s interactions of any Exmouth CCI Platform may be captured in that Platforms analytic data and made available to the Exmouth CCI.

Policy Revision

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