

NHWNT Privacy Policy

Introduction

Neighbourhood Watch NT is committed to providing quality services to you and this policy outlines our ongoing obligations in respect to how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (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 Federal Privacy Commissioner at www.privacy.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 but is not limited to: names, addresses, email addresses, phone, date of birth and medical history.

This Personal Information is obtained if you express an interest in joining our organisation as a member via any form of communication, or request to be added to be a subscriber.

We collect your Personal Information for the primary purpose of recording, approving and communicating. 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 lists at any time by contacting us in writing or clicking on the unsubscribe tab on any electronic correspondence. NHWNT Voting or Volunteer Members can cancel their membership 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. In some circumstances however, we may be provided with information by third parties. On such occasions 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 to other parties in certain circumstances, including the following:

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

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse, interference, loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.

Access to your Personal Information

You may access the Personal Information we hold about you and provide corrections and updates where appropriate. Requests to access your Personal Information must be received in writing to the NHWNT Office.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date.

If 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. This will enable us to continue to provide quality services to you.

Policy Updates

This policy may be altered by direction of the NHWNT Board of Management at any time. The latest version will be available on our [website](#).

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

PO Box 41500, Casuarina, NT, 0811
nhwnt@nhwnt.org.au