

Maldon Inc. Privacy Policy

1. Statement of commitment and National Privacy Principles

This policy details our practices for the gathering, protection and handling of personal and sensitive information relating to our members, employees, customers and other stakeholders. As a small business operator, the Privacy Amendment (Private Sector) Act 2000 (Cwth), may not apply to Maldon Inc., however we respects the privacy rights of individuals and voluntarily seek to only collect and store personal information in a manner consistent with the National Privacy Principles.

2. Information Held

Maldon Inc. currently collects and stores information on its members, employees, contractors, subscribers, customers and other stakeholders and in respecting your right to privacy, you will be able to choose how your personal information is collected and used. We acknowledge that providing personal information is an act of trust and unless you give direct consent to do otherwise, Maldon Inc. will only collect and use your personal information as set out below.

The only personal information we collect is what you tell us about yourself and how you use our website, for example applying for membership or registering for an event or subscription service. The advantage of giving this information is that it allows us to better respond to your service needs and personal interests. Any further collection of your personal information, other than that explained below, will only occur with your consent.

Depending on the nature of the relationship with Maldon Inc. (member, business, employee, etc) this information may include:

Information relating to home, work or other address, phone and fax numbers, email and web addresses.

Personal information such as gender, date of birth, educational qualification, employer and employment position.

For employees, information documenting tax file numbers, letters of appointment and employment contract, work history, bank account details, salary records and leave taken or accrued.

Membership and other relationship details including a history of orders, registrations, attendance and transactions, and for some customers/contractors with ongoing business relationships, credit card and bank account details.

If you contact us, we may keep a record of that contact.

3. Collection, Use & Disclosure

The above information is collected for the primary purpose of effectively servicing the relationship established between Maldon Inc. and the individual or organisation. Some of the information can also be used to help members increase their business. At all times, Maldon Inc. strives to ensure that the collection and storage of such information is fair, lawful and non intrusive. Maldon Inc. will only use this information in accordance with original purposes for establishing the relationship. For members these purposes include all activities consistent with the organisation's mission and constitutional objectives. Maldon Inc. will do its best to obtain consent for any secondary Maldon Inc. related use of the information and has a policy of not selling or disclosing this information outside of the Maldon Inc. organisational structure.

There are a variety of reasons why Maldon Inc. is required to hold this information related to our obligations under relevant legislation, ensuring OH&S welfare of employees, allowing appropriate insurance and ultimately delivering meaningful, efficient and cost effective services to members and customers.

Current Associations Law provides an obligation on the association to maintain a Register of Members. Furthermore we are obligated to make available to any member a copy of the Register if so requested. The Register comprises the name and address details of all financial members for a given year with such annual registers maintained for at least seven years as normal company records.

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4. Access, Accuracy, Correction & Security

All individuals are provided access to their information upon request. It is Maldon Inc.'s objective to have the most up to date and accurate information possible utilising our 'Members Only' web based data update facility. All Maldon Inc. data is stored securely and can only be accessed by authorised Maldon Inc. staff and officers.

This detailed information will not be disclosed without your consent.

5. Web Site

Use of cookies: Cookies are pieces of information that a website transfers to your computer's hard disk to protect your information while you are logged-in. Most web browsers are set to accept cookies. Maldon Inc. may use cookies to make your use of our website and services as secure as possible. Cookies do not personally identify users, although they do identify a user's browser. Cookies are useful to determine overall traffic patterns through our website. Cookies also are necessary for us to provide you with many of the services available on our website. If you do not wish to receive any cookies you may set your browser to refuse cookies. However, this will mean you will not be able to use some of Maldon Inc.'s online services.

Credit Card numbers: Maldon Inc. does not store credit card numbers in a database. Paper transaction records containing credit card authorisations are archived in accordance with appropriate ATO legislation.

Links to other sites: Maldon Inc. is not responsible for the privacy practices or the content of linked web sites.

6. Contact Details

If you have any questions about this privacy policy or the Maldon Inc. web site you may contact:

The Secretary
Maldon Inc.
PO Box 218
Maldon 3463

or maldon@maldon.org.au