

The Permanent Way Institution, NSW Incorporated

P.O Box 81, Camden NSW 2570 www.pwinsw.org.au



Privacy Policy

The Permanent Way Institution NSW (PWI) is committed to providing you with the highest levels of membership service. This includes protecting your privacy. As a member of PWI, we respect your right to be aware of who has information about you, what they are doing with it and why, and who else they are sharing it with. The PWI has adopted a privacy compliance policy that cements this relationship with you. The policy reflects the new private sector privacy laws that have been introduced as an amendment to the Privacy Act 1988.

Collection

The PWI provides a range of services to its members. This requires us to gather personal information that is retained by us. Personal information is provided to the PWI via various means including:

- membership application forms and annual subscription forms;
- registration forms for attendance at events;
- data surveys issued by the PWI to its Members;
- emails and postal correspondence for the purposes of updating personal information.

These information channels reflect the different ways in which the PWI collects personal information about Members and customers. The provision of such information is entirely the decision of the Member or customer.

Use and Disclosure

Our use and disclosure of information about you is dictated by the services the PWI provides, and your current membership and financial status. We will not use or disclose this information for a purpose unrelated to this, or outside your reasonable expectations, unless we have your agreement, or need to meet a legal obligation or authority.

The PWI collects the Information to provide you with a specific service. For example, we may use the Information you provide us to:

- Process your membership application, process your membership renewal, update your details and profile information or fulfil an order or request for information.
- Send you information on relevant PWI services, training and events.
- Send your subscription renewal, voting papers or other information required under the Charter or By-laws.
- Communicate with you on any issues relevant to your membership or transactions with the PWI.

If at any time you receive material that you do not wish to receive, please advise us.

Personal Information

Help us to ensure that we hold accurate Information. Our office takes all reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. However, accuracy of this information depends to a large extent on the information you provide. We recommend that you: -

- Inform our office if there are any errors in your personal information; and
- Regularly update your personal information online via the PWI website.

Security

The security of your personal information is of the utmost importance to the PWI. We will safeguard this information from internal and external misuse through appropriate business management systems.

Contact Us

Should you require more detailed information about the way we use information about you, or should you be concerned about our treatment of this information please contact us at secretary@pwinsw.org.au