



PRIVACY POLICY

January 2023

This following document sets forth the Privacy Policy for the HUNTER ORGANIC GROWERS SOCIETY INC website, <https://hunterorganicgrowerssociety.org.au>

Your privacy is important

This statement outlines our policy at Hunter Organic Growers Society Inc on how we use and manage personal information provided to or collected by us. We may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing legal environment.

What kind of personal information do we collect?

The types of personal information we collect and hold includes (but is not limited to):

- Name and identity details, e.g. date of birth;
- Contact information;
- Interactions with us;
- Transaction, purchase and donation information including payment details;
- Use of our website, communications, online services and IT resources, including IP address, browser type, version and language, operating system, pages viewed, page access times and referring website address;
- Comments, reviews and feedback about us and our products and services; and
- Interests and preferences.

How do we collect personal Information?

We will generally collect personal information about an individual by way of phone calls, forms, meetings etc. You do have the right to seek to deal with us anonymously or using a pseudonym, but in almost every circumstance it will not be practicable for us to deal with you or provide any services to you except for the most general responses to general enquiries, unless you identify yourself. In some circumstances we may also collect personal information in other ways, for example:

- from a third party, for example during a reference check or from our service providers or other third parties to which we may disclose personal information, as described in this privacy policy;
- from public sources;
- through online technologies such as cookies (see "Our website" below); and
- from analysing and reviewing other information available to us.

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What will we do with the personal information we collect?

Hunter Organic Growers Society Inc generally uses, discloses and stores personal information it collects about you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented or we are otherwise permitted by law. Those purposes include to:

- provide workshops members are interested in attending;
- Provide field days members are interested in attending;
- Learning about the skills of members;
- comply with our legal obligations, including under tax, employment, superannuation, safety and child protection laws;
- review, improve and develop our programs and activities;
- verify, maintain and update our records;
- exercise and defend our rights;
- co-operate with law enforcement and government agencies; and
- facilitate and transfer of our operations to another like-minded organisation or vice versa, although this is rare. We may also collect, store, use and disclose personal information in other circumstances as described below.

Volunteers:

We also obtain personal information about volunteers who assist us in our functions or conduct associated activities, such as to enable us and the volunteers to work together.

Customers:

If you make a purchase from us we handle personal information for purposes including to:

- send you information about your account and order
- process payments and prevent fraud
- set up your account for our store

Marketing and fundraising:

Marketing and seeking memberships for the future growth and development of Hunter Organic Growers Society Inc is important to help us continue and expand our work. We may send you marketing and fundraising communications from time to time, subject to our legal obligations. Personal information may be disclosed to organisations that assist in providing services to support our marketing and fundraising activities.

Who might we disclose personal information to?

We may disclose personal information to:

- Other parties involved in our programs;

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- government departments and agencies;
- your organisation, representatives and advisers;
- people providing services to us, including professional advisers and data storage providers; and
- anyone you authorise us to disclose information to. Some of these parties may be located in other countries including the United States of America.

Management and security of personal information

Our committee is required to respect the confidentiality of personal information and the privacy of individuals. Hunter Organic Growers Society Inc has in place steps to protect the personal information we hold from misuse, interference and loss, and from unauthorised access, modification and disclosure. We use various methods including locked storage of paper records and passworded access rights to computerised records.

Our website

When you use our website, having your cookies enabled will allow us to maintain the continuity of your browsing session and remember your details when you return. We may also use web beacons, Flash local stored objects and JavaScript. If you adjust your browser settings to block, reject or delete these functions, the webpage may not function in an optimal manner. We may also collect information about your IP address, although this may not identify you.

Accessing and updating personal information

Please contact our Membership Officer in writing if you wish to obtain access to any personal information which we hold about you and to advise us of any perceived inaccuracy. There are some exceptions to this right, and we will generally explain why if we decline a request of this sort.

We may require you to verify your identity and specify what information you require. Although no fee will be charged for requesting access or correction, we may charge a fee to retrieve and copy any material, or if the information sought is extensive. In those circumstances, we will advise the likely cost in advance.

Enquiries and privacy complaints.

If you would like further information about the way we manage the personal information we hold or if you have any concerns, complaints, or you think there has been a breach of privacy, please contact the Public Officer at the email below.

E-mail: hunterorganicgrowerssociety@gmail.com

If you are not satisfied with our response to your complaint then you can refer your complaint to the Office of the Australian Information Commissioner via:

email: enquiries@oaic.gov.au

tel: 1300 363 992

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fax: +61 2 9284 9666