



## **Bus Preservation Association of South Australia Incorporated - Privacy Policy**

### **Privacy Policy**

This policy is to provide guidelines for the Bus Preservation Association of South Australia Incorporated (hereafter referred to as BPASA) and its members that personal information collected or held in the normal course of BPASA activities is collected and held with the upmost respect and sensitivity in regards to said personal information.

### **Scope of Policy**

'Personal Information' means information that can be used to identify an individual, or from which a person's identity can reasonably be ascertained. Examples of these are but not limited to, Home Addresses, Mobile Phone Numbers and Email Addresses.

### **Collection of Personal Information**

BPASA will not collect any personal information from its members or members of the public unless it is for one or more of its operations or activities.

BPASA's primary way of collecting personal information is directly from its Members or Members of the public.

From time to time BPASA may collect personal information from a third party if the third party in question has consented, or if our members would reasonably expect us to collect the information in this way. Examples of this are publicly available sources such as websites, telephone directories or kindred organisations. Any personal information collected by BPASA or its Members will be done so by Lawful and Ethical means.

### **Use of Personal Information**

BPASA will only use personal information for the purposes for which it is collected or provided and for pertinent administrative purposes only.

BPASA will under no circumstances provide personal information to other third-party organisations or individuals unless one or more of the following criteria are met:

- You have provided consent for your information to be shared
- You would expect us to pass on the information, or we have told you in advance that we will pass it on
- Such other companies or individuals we engage to perform functions on our behalf, such as mailing a membership pack or membership renewal, processing credit card information, mailing information or prizes, data analysis



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### **Honesty and Accuracy**

At any point you may request access to the personal information BPASA has collected on you so that it may be reviewed by you and if necessary, to be corrected.

BPASA will take reasonable steps to ensure that personal information we collect, use, or disclose is accurate and secure from unauthorised use.

The BPASA Privacy Policy (This Document) can be accessed on the BPASA Website or by contacting the relevant current BPASA Committee member

### **Privacy and BPASA Website**

BPASA does not collect personal information about visitors if they are using the BPASA Website. We do analyse website traffic data to improve our understanding of how Members of the Public and BPASA Members use the BPASA website.

### **Protection of Personal Information**

BPASA will take all practical and possible steps to ensure that your personal information is properly protected from misuse or loss, and unauthorised access, modification or disclosure.

We encourage you to be vigilant about the protection of your own personal information when using third party digital services. As far as reasonably possible, we will make sure that our relationships with those third parties include appropriate protection of your privacy.