



THE ORDER OF AUSTRALIA ASSOCIATION LTD

G8 PRIVACY POLICY

Procedure Identifier	G8 Privacy Policy
Author	Executive Committee
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Table of Revisions

No.	Date Approved	Comments	Next Review
1		Initial Procedure	August 2022
2	February 2023	Re-formatted	February 2026
3	September 2025	Added Ltd where applicable Changed Chairman/Chairmen to Chair Minor re-formatting Updated References Access Forms updated New Review date	September 2028

INTRODUCTION

1.1 Overview

The Order of Australia Association (the OAA) is committed to protecting personal information that it collects, stores and administers.

1.2 Purpose

The purpose of this document is to provide an operational framework for the OAA in dealing with privacy considerations.

1.3 Applicability

The procedures outlined in this document apply to all officers and members of the Association.

1.4 Legislative/Regulatory Requirements

Privacy Act 1988 (Cth), including the Australian Privacy Principles (APP)

Relevant state and territory legislation may also apply

1.5 Definitions

Officer of the	A Director of the OAA a member of a Branch or Regional Group Committee, a staff member, or a volunteer acting on behalf of the OAA.
Personal Information	Information that directly or indirectly identifies a person.

2.0 Policy Statement

The OAA collects, stores and administers a range of personal information for the purpose of providing member services and is committed to protecting such information.

The OAA recognises the right of its members and other stakeholders to have their personal information protected and made accessible to them.

The OAA is not formally bound by the *Privacy Act 1988 (Cth)* since the OAA annual turnover is below the applicable threshold. Nevertheless, we will make every effort to comply with the intent of the *Act*, including the Australian Privacy Principles.

3.0 RESPONSIBILITIES

The Board is responsible for ensuring that an appropriate privacy policy is in place and appropriate compliance.

All officers of the OAA are responsible for managing the privacy of stakeholders in accordance with this policy.

4.0 PROCEDURES

4.1 Collection

The OAA collects personal information about individuals including its members, new recipients of honours and awards in the Order of Australia, employees and other stakeholders.

The OAA will only collect and hold personal information that is reasonably necessary for the performance of its services as a not-for-profit association. For most members, this information will include an individual's title, names, nature of honour or award, residential and/or postal address, email address, telephone numbers, gender, birth year and type of membership.

For employees, contractors, suppliers and officers of the OAA, we may also collect information about work history, referees and any other information submitted in a job application, a contract bid or as part of a fit and proper person check.

The OAA will usually collect a member's personal information directly from the member and with the member's explicit consent, either through a membership application or updates provided by the member. The OAA will only collect a member's personal information from someone else if the OAA has the member's consent in writing, or if it is authorised or required by law, or if it is unreasonable or impractical for the OAA to collect that information from the member (for example, when a family member advises us of an infirm member's change of address/circumstances).

The OAA collects a new recipient's personal information from Government House, Canberra. This information is limited to an individual's title, names, nature of and reason for the honour or award, and residential or postal address.

4.2 Use and Disclosure

The OAA will only use or disclose personal information for the primary purposes for which it was collected or directly related secondary purposes that the individual concerned would reasonably expect (or that the OAA has advised) or as permitted or required by law. If there is any doubt about this expectation, the OAA will obtain the individual's consent in writing before using or disclosing the information for a secondary purpose.

Officers of the OAA with access to OAA databases must be cognisant of their responsibility to protect stakeholder information. Prior to being given access to the databases, officers of the OAA must complete the undertaking at Annex A and forward it to the National Membership Director.

The purposes for which the OAA may use or disclose personal information include:

1 Provision of member services

The OAA uses personal information for the primary purpose of providing member services. This information will be shared by the OAA with the relevant Branch and (if applicable) Regional Group to facilitate local service delivery. For Europe and United States residents, this may include sharing information with the relevant overseas Regional Group.

2 New recipients:

The OAA uses personal information of new recipients for the primary purposes of congratulating them on their honour or award and inviting them to join the Association.

3 Employees

The OAA uses and discloses personal information about its staff in order to perform its obligations as an employer and as required by law.

4 Contractors and suppliers:

The OAA may collect personal information about contractors and suppliers who provide services to the OAA for the primary purpose of assessing and engaging their services or expertise and for other purposes where legally required.

5 The OAA website:

When a stakeholder visits the OAA website, no attempt is made to identify that individual or store his/her personal information. We will only collect and store an individual's personal information if he/she chooses to provide it via an online form or by email, for example through a 'Contact' page.

The OAA website provider makes a record of each visit to the website and logs the following information for statistical purposes:

- server address;
- top level domain name (for example, .com, .gov, .au, .org);
- date and time of visit;

- pages and documents accessed; and
- type of browser used.

This information is only used to evaluate the effectiveness of the website but, in the event of an investigation, a law enforcement agency or other government agency may exercise its authority to inspect the logs maintained by the website provider.

The website uses temporary cookies for security purposes. The cookies do not identify the individual user but do identify the internet services provider and browser type. This means the OAA does not store any personal information from visitors to the website.

The website contains links to websites of third parties. The OAA is not responsible for the privacy policies or practices of such third-party websites.

4.3 Storage

The OAA may store personal information in electronic systems, paper files or images.

All information collected by the OAA will be stored securely. The OAA will:

- take steps to protect the personal information we hold against interference, misuse, loss and unauthorised access; and
- before disclosing any personal information to an overseas recipient, including a provide of information technology services such as servers or cloud services, establish that they are compliant with the OAA Privacy Policy and the APPs.

When personal information is no longer required, it will be destroyed, deleted or de-identified securely in line with the A1 Records Management Policy.

Branches and Regional Groups should destroy, delete or de-identify personal information relating to new recipients who do not join the OAA no later than 12 months from the date of the Honours list in which the recipient was named.

4.4 Data Quality

The OAA will take reasonable steps to ensure that the personal information collected and held is accurate, complete and up to date. The OAA maintains and updates the personal information held as necessary or when stakeholders advise the OAA that their personal information has changed.

4.5 Access and Correction

Stakeholders who wish to access or amend their personal information should make a request in writing to the National Membership Officer, the National Secretary or a nominated Branch or Regional Group point of contact. Requests may be made by post, email or online form. Our full contact details can be found on our website at: <https://www.theorderofaustralia.asn.au/contact-us/>.

The OAA will respond to requests for access or amendment within five (5) working days. The OAA will provide access or make the correction requested unless otherwise required or where we are permitted by law to withhold the information or not make the amendment. We will notify the individual of the basis for any denial of access or amendment to personal information.

Where access is allowed, the relevant Officer of the OAA will arrange to give the stakeholder access in the manner requested if it is reasonable or practical to do so. The manner of access may be by email, phone, in person, hard copy or by electronic means.

If the OAA agrees that the personal information requires correction or amendment, the relevant Officer of the OAA will make the alterations or notation. If we do not believe an amendment is necessary, the stakeholder may insert an addendum into the record.

4.6 Complaints

Stakeholders who have concerns about their privacy or wish to make a complaint about a privacy breach should contact the National Secretary.

The complaint must be made in writing and should provide sufficient details of the complaint together with any supporting material.

On receipt of a complaint, the OAA will take steps to investigate and advise the complainant of the outcome. The relevant Officer of the OAA may contact the complainant by telephone or arrange to meet personally. Alternatively, the OAA may respond in writing depending on the complexity and nature of the matters in dispute. The OAA will endeavour to make an initial response to each complaint within 5 working days. The final response will be with 20 working days.

If a stakeholder is not satisfied with the response, the National Chairman can be contacted to discuss the matter further. Alternatively, the stakeholder can complain to the Office of the Australian Information Commissioner (Cth) via the website: www.oaic.gov.au.

5.Related Documents

This Policy is to be read in conjunction with:

- Constitution of the Order of Australia Association Ltd-December 2020.
- By-Laws of the Order of Australia Association Ltd December 2023.
- A1 Records Management Policy; and
- G2 Board Charter.

THE ORDER OF AUSTRALIA ASSOCIATION LTD

BOARD ACCESS and NON-DISCLOSURE of INFORMATION FORM

Directors of the OAA with access to our databases should be aware of the G8 Privacy Policy (found on the OAA Website).

The databases include but are not limited to, the Order of Australia Honours Recipients and OAA Membership. The data is not to be used for private or commercial purposes.

Note access to databases is on an as-required basis noting that State Branch Office Bearers including Chair, Secretary and Membership Secretary per Branch will have access to databases.

The information below is to be completed by Board Data Access users and a copy emailed to National Membership Director within ten (10) working days of access to Data.

Email: natmbrdir@theorderofaustralia.asn.au

THE ORDER OF AUSTRALIA ASSOCIATION LTD

Board Member Data Access User Form to complete

By signing below, as a Board Data Access User, I express my understanding and agreement of the following:

- I will not disclose any information of the Order of Australia or the OAA to any unauthorised person or third party without the prior approval of the National Chairman or National Membership Director in writing;
- I have read the G8 Privacy Policy (found on the OAA Website) and understand that provisions of the relevant Privacy Act applicable to any Branch (State or Territory) must be complied with;
- I am aware if on receiving a request from a member who has not been authorised to have access to Data information, for the contact details of another member or Order of Australia recipient I will not provide any information unless I have the permission of the relevant person to provide the contact details; and
- I understand that the databases are not to be used for private or commercial purposes.

BRANCH / EXECUTIVE _____

POSITION _____

NAME _____

EMAIL _____

MOBILE _____

Signed _____ Date _____

Thank you for the work you do for The Order of Australia Association.

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THE ORDER OF AUSTRALIA ASSOCIATION LTD

BRANCH ACCESS and NON-DISCLOSURE of INFORMATION FORM

Branch Office Bearers of the OAA with access to our databases should be aware of the G8 Privacy Policy (found on the OAA Website) and the provisions of the relevant Privacy Act applicable to their Branch (State or Territory).

The databases include but not limited to, the Order of Australia Honours Recipients and OAA Membership. The data is not to be used for private or commercial purposes.

Note a maximum of four (4) Office Bearers including Chair, Secretary and Membership Secretary per Branch will have access to databases.

The information below is to be completed by Branch Data Access users. (Regional Groups Data users need to fill out the Regional Group Access and Non-Disclosure Form). The Branch needs to keep a copy and copy emailed to National Membership Director within ten (10) working days of Branch Annual General Meeting or Change of Branch Committee Members needing Access to Data.

Email: natmbrdir@theorderofaustralia.asn.au

Branch Member Data Access User Form to complete

By signing below, as a Branch Data Access User, I express my understanding and agreement of the following:

- I will not disclose any information of the Order of Australia or the OAA to any unauthorised person or third party without the prior approval of the National Chair or National Membership Director in writing;
- I have read the G8 Privacy Policy (found on the OAA Website) and understand that provisions of the relevant Privacy Act applicable to any Branch (State or Territory) must be complied with;
- I am aware if on receiving a request from a member who has not been authorised to have access to Data information, for the contact details of another member or Order of Australia recipient I will not provide any information unless I have the permission of the relevant person to provide the contact details; and
- I understand that the databases are not to be used for private or commercial purposes.

BRANCH _____

POSITION _____

NAME _____

EMAIL _____

MOBILE _____

Signed _____ Date _____

Thank you for the work you do for The Order of Australia Association (OAA).

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THE ORDER OF AUSTRALIA ASSOCIATION LTD

REGIONAL ACCESS and NON-DISCLOSURE of INFORMATION FORM

Regional Group Office Bearers or committee members of the OAA **XXXX** Branch with access to the OAA databases should be aware of our G8 Privacy Policy and the provisions of the relevant Privacy Act applicable to their Branch (State or Territory).

The databases include Order of Australia Honours Recipients for Australia Day and King's Birthday and OAA Membership, the data is not to be used for private or commercial purposes.

After completing the form please email to OAA **XXX** Branch Chair ideally within ten (10) working days of the Regional Group Annual General Meeting (AGM) or date of appointment if not at the Regional Group AGM. Email: **XXX-Branch Chair/Secretary**

By signing below, I express my understanding and agreement of the following:

- I will not disclose any information of the Order of Australia recipients or the Order of Australia or OAA members to any unauthorised person or third party without the prior approval of the **XXX** Branch Chair in writing;
- If receiving a request from a member for the contact details of another member or Order of Australia recipient I will not provide any information unless I have the permission in writing of the relevant person to provide the contact details;
- I have read the G8 Privacy Policy (found on the OAA Website) and the provisions of the relevant Privacy Act Applicable to my Branch (State or Territory); and
- I understand that the databases are not to be used for private or commercial purposes.

REGIONAL
GROUP _____

POSITION _____

NAME _____

EMAIL _____

MOBILE _____

Signed _____

Date _____

The Order of Australia Association **XXXX** Branch Chair **XXXXXXXX**
E:**XXXXX** @theorderofaustralia.asn.au M: **XXXXX**

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