

PRIVACY POLICY

The Australian Education Union – ACT Branch respects the privacy of membership information held by the Union. Member information is collected and held by the AEU – ACT Branch to assist in achieving the objectives of the Union, and to provide services and benefits to members. Member information is collected by the Union principally through details provided as part of the Membership Application form, and subsequent updates to these member details. Individual members may also have a personal file containing material related to specific issues concerning the member about which the Union has provided advice.

Members may gain access to personal information held about them by the AEU – ACT Branch by contacting the Union's Privacy Officer.

The AEU - ACT Branch will update member information promptly when changes are advised. Individuals may request changes to their member information by telephone, e-mail, or written correspondence. Members are reminded that electronic communications may not be secure, and this should be kept in mind when providing sensitive information. Resignations from the Union must be in writing, as required by the Workplace Relations Act 1996.

Privacy Officer:

The AEU – ACT Branch Privacy Officer is the Branch Secretary.

For all matters relating to complaints made under the Privacy Act provisions, or personal information about an individual covered by the Privacy Act, the individual will need to write to the Branch Secretary, AEU – ACT Branch, PO Box 3042 Manuka ACT 2603.

Costs associated with the recovery of personal information may be charged.

Statement of Purpose:

The AEU – ACT Branch has developed a Statement of Purpose as required by the Privacy Act.

The Statement of Purpose is included as Attachment 1 (below) of this Privacy Policy.

The Statement of Purpose will be publicised to AEU members, posted on the Union's website [www.aeuact.asn.au], and provided to prospective members as part of a Membership Application package.

Collection Statement:

The AEU – ACT Branch has developed a Collection Statement as required by the Privacy Act.

The Collection Statement is included as Attachment 2 (below) of this Privacy Policy.

The Collection Statement will be publicised to AEU members, posted on the Union's website, and provided to prospective members as part of a Membership Application Package.

Complaints Policy:

The AEU – ACT Branch believes that it is desirable to attempt direct resolution of complaints arising under this policy between the parties, prior to involvement of an outside regulator. However, the AEU recognises the right of complainants to make a complaint to an appropriate third party, such as the Privacy Commissioner.

Complaints in regard to issues covered by the Privacy Act must be made in writing to the AEU – ACT Privacy Officer.

The complaint should set out the issue, and the resolution sought.

Complaints will be processed in a timely fashion following receipt. In resolving a complaint, the Privacy Officer may seek information and advice from other parties relevant to the issue. The complainant may request information from the Privacy Officer concerning who/what may

be relevant parties likely to be contacted. The Privacy Officer will reveal to other parties contacted as part of the complaint resolution process only those details of the complaint necessary for the purpose of seeking information to clarify the issues, or contribute to potential resolution of the complaint. Information provided by, or to, the Privacy Officer will be confidential to the parties involved.

The Privacy Officer will respond to the complainant in writing advising the outcome of their complaint.

A complainant who is unsatisfied with the resolution of their complaint may request that the matter be referred to the Union's Branch Executive for further consideration. Should a matter be referred to the Branch Executive following a response to the complainant from the Privacy Officer, the Privacy Officer will not be a decision-maker in the review conducted by the Branch Executive.

The Branch Executive may request information from, and discussion with, relevant parties including the complainant. The complainant may request information from the Branch Executive concerning who/what may be relevant parties likely to be contacted. The Branch Executive will reveal to other parties contacted as part of the complaint resolution process only those details of the complaint necessary for the purpose of seeking information to clarify the issues, or contribute to potential resolution of the complaint. Information provided by, or to, the Branch Executive will be confidential to the parties involved.

Where a matter has been referred to the Union's Branch Executive, the complainant will receive written notification of the outcome of this further consideration.

Where the complainant remains unsatisfied following Branch Executive consideration of the issue, the complainant may choose to take the matter to the Privacy Commissioner, as provided under the Privacy Act.

Attachment 1

STATEMENT OF PURPOSE

The Australian Education Union - ACT Branch is an organisation of employees registered as a trade union under the Workplace Relations Act 1996.

The principal activities of the Union are:

- Representing members in the workplace in negotiations with the relevant employers regarding professional and industrial issues.
- To foster, protect and promote the interests of government and public education including kindergarten and preschool education, infants and primary education, secondary education, technical and further education, education at universities and colleges of advanced education and recurrent education.
- Representing members before various tribunals including the Australian Industrial Relations Commission, on matters relevant to the workplace.
- Providing information to members about their employment and related rights and obligations.
- Lobby ACT and Federal Governments about matters of concern to members in relation to their employment.
- Publicising to members and the community, issues of concern to members and proposals to address these concerns.
- Conducting research and other activities in order to enable the Union to effectively carry out these functions.
- Providing members and their families with access to a range of services on favourable terms.
- Such other activities as are consistent with the Objects of the Australian Education Union, as described in the AEU Federal Rules.

The Union can be contacted by telephone on (02) 6272-7900, facsimile on (02) 6273-1828, or by e-mail to priority1@aeuact.asn.au

The Union collects personal information from members including name, address, workplace, classification, teacher type, contact details and date of birth.

If you wish to discuss issues relating to your privacy please contact the Branch Secretary of the AEU – ACT Branch, PO Box 3042, Manuka ACT 2603.

Attachment 2

COLLECTION STATEMENT

1. For all matters relating to personal information about an individual covered by the Privacy Act, the individual will need to write to the Branch Secretary, AEU – ACT Branch, PO Box 3042 Manuka ACT 2603.
2. You may gain access to personal information about you, held by the AEU – ACT Branch. Costs associated with the recovery of personal information may be charged.
3. Member information is collected by the Union principally through details provided as part of the Membership Application form, and subsequent updates to these member details. Individual members may also have a personal file containing material related to specific issues concerning the member about which the Union has provided advice.
4. The information is collected to assist in achieving the objects of the Union and to provide trade union services and benefits to members.
5. The AEU – ACT Branch may disclose personal information to:
 - Employers of members and relevant statutory authorities, for the purposes of representing members' interests.
 - The Union's lawyers, for purposes of representing members and advising the AEU – ACT Branch in relation to members' claims.
 - Union officials and other members acting on behalf of the AEU – ACT Branch in union matters.
 - Organisations that provide access to a range of services where Union membership is required, for the purpose of verification of Union membership only. These include the Teachers' Credit Union, Teachers' Federation Health and Private Fleet.
 - The Australian Electoral Commission for the conduct of ballots required under law.
 - Candidates in elections conducted by the Union in accordance with AEU – ACT Branch policy.

The AEU - ACT Branch is committed to establishing confidentiality agreements where necessary with all external organisations to which this information is disclosed.
6. The Workplace Relations Act 1996 requires that unions maintain a record of postal addresses for all members, and of occupation for any office holder.
7. If the personal information requested on the Union's membership form is not provided, the application cannot be processed.