



Privacy Policy

Introduction

The Branch Executive is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for the Rail, Tram & Bus Union to deal with privacy considerations of members' personal information.

Scope

This policy applies to all RTBU staff and members.

Policy

The RTBU collects and administers a range of personal information for the purposes of **Union Membership**. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

The RTBU recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

The RTBU is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

The RTBU will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

Authorisation:

Owen Doogan, State Secretary, Qld Branch