

PRIVACY POLICY

The National Union of Workers is an organisation of employees registered under the *Fair Work (Registered Organisations) Act 2009*. The Union complies with the provisions of the *Privacy Act 1998* and the *Australian Privacy Principles (APPs)*

The principal activities of the Union are:

- representing our members in workplaces and bargaining with employers and employer organisations;
- representing our members before various industrial tribunals and courts on matters relevant to their workplace issues;
- facilitating our members exercising their rights to collectively bargain as provided for under the *Fair Work Act 2009*;
- providing information, advice and assistance to members about their employment rights and obligations;
- lobbying State and Federal governments and other relevant bodies about matter of concern or importance to our members and their families in relation to their employment and working circumstances;
- publicising to our members and to the community issues of concern to our members;
- conducting research and related activities in order to establish the views of our members on particular issues;
- providing members and their families with access to a range of services;
- interacting with potential members in workplaces and the broader community in pursuit of the above objectives

A complete copy of the Unions rules (which set out in more detail our objectives as well as our structure and governance) can be downloaded from our website www.nuw.org.au/your-union or the website of the Registered Organisations Commission (ROC) www.roc.gov.au

The Union collects personal information from members, including their name, address, employer details and occupation, date of birth, main language spoken, gender,

employment status, and contact details. In most cases this information is collected at the time a member joins the Union.

For members of the Union who elect to pay their membership fees by direct debit the Union also collects, where authorised by the member, their bank or financial institution details in order to process such payments.

Some members when they complete a membership application authorise us to obtain personal information from their employer. Where such an authority is in operation we may contact your employer to ensure that our records are accurate and up to date.

This policy also applies to any personal information about you that we collect or receive that is provided to us by any third party, such as your employer or the Australian Council of Trade Unions (ACTU)

We may also collect personal information from you through other means – for example – responding to a survey, filling in a meeting attendance sheet, participating in a union campaign or activity or taking part in a competition. This may include both personal and sensitive information.

Information is collected in order for us to perform our functions including:

- contacting members about matters relating to their membership of the Union, including their financial status;
- ensuring members and potential members understand their employment rights and the protections being a union member provides;
- facilitating the right of our members to participate in the democratic control of the Union;
- allowing our members to participate in ballots conducted by approved bodies, such as the Australian Electoral Commission (AEC);
- ensuring that our activities are relevant to the needs of our members, including carrying out surveys and other research;
- meeting our statutory obligations under the *Fair Work (Registered Organisations) Act 2009* and other relevant legislation.

More detailed personal information may be collected by the Union when assisting members with individual problems or grievances. Some of this information may be of a sensitive nature and will only be information that relates to the Union activities and our ability to act on your behalf.

In handling all information the Union:

- is committed to the secure storage and control of access to personal information by its officers and employees and any other organisation the Union deals with;
- endeavours to use all available means to ensure that the information we hold is accurate and up to date;
- does not pass on personal information to third parties without your consent, other when required to do so by law or to provide and offer services relating to our purposes and objectives in particular cases, such as the use of a contracted out mailing house;
- ensures that members can view and obtain information held about them and correct any inaccuracies;
- ensures that members who do not wish to receive information by mail, email, SMS or other means may arrange to be removed from mailing lists, etc;
- ensures that our officers and staff are trained and familiar with our obligations under the *Privacy Act 1998* and this policy.

In providing personal information to the Union you consent to our use and disclosure of this information for the purpose of direct marketing which may include providing you with information about events, products or services which may be of interest to you.

If you do not want the Union to use your personal information for direct marketing purposes, you may elect not to receive direct marketing information. You may request at any time that we cancel your consent by:

- if subscribing to an email newsletter you may “unsubscribe”;
- if receiving a text message you may “opt out”;
- contacting us directly by letter, email or phone call

The Union may disclose your personal information, in connection with our principal activities to:

- the ACTU;
- affiliated peak councils of employee organisations;

- political parties;
- government bodies and agencies;
- organisations to whom we outsource functions (including information technology providers, mail houses, print providers, etc);
- organisations who are our business partners who provide or promote benefits or services that are promoted by the Union;
- otherwise as you have consented; and/or
- otherwise as required by law.

In the event that any of these organisations are located outside of Australia, you expressly consent to us disclosing your personal information to those organisations. At the time of issuing this policy the Union is aware that the following:

- our SMS provider (Twillo);
- our credit card provider (Stripe);
- our membership join system (Heroku);
- our underpayment calculator (Digital Ocean)

all contain identifiable membership data outside of Australia and are understood to be GDPR compliant.

The Union takes all reasonable steps to ensure that each of the above organisations are committed to protecting your privacy and comply with the APPs.

The Union holds your personal information, as far as is reasonably practical on data servers that are owned and controlled by the Union in Australia. The data servers are secure.

You can choose to interact with us anonymously or by using a pseudonym where it is lawful and practicable. For example, you may wish to participate in a blog or enquire about a particular campaign anonymously or under a pseudonym. Your decision to interact anonymously or by using a pseudonym may affect the level of services we can offer you. For example, we may not be able to assist you with a specific industrial enquiry or investigate a privacy complaint on an anonymous or pseudonymous basis. We will inform you if this is the case and let you know the options available to you.

If we receive unsolicited personal information about or relating to you and we determine that such information could have been collected in the same manner if we had solicited the information, then we will treat it in the same way as solicited personal information and in accordance with the APPs. Otherwise if we determine that such information could not have been collected in the same manner as solicited personal information, and that information is not contained in a Commonwealth record, we will, if it is lawful and reasonable to do so, destroy the information or de-identify the information.

The Union does not adopt as our own identifier a government related identifier (such as a tax file number, Medicare number, etc) for the purpose of identifying you or interacting with you.

Personal information of former members is only held for the statutory periods under the relevant legislation and is then destroyed in a manner that prevents its retrieval

Where you provide information to the Union in relation to applying for a job with us, the personal information you provide will only be collected, held, used and disclosed for the purpose of considering your potential employment with the Union and will be destroyed at the end of any employment or recruitment processes. If you provide details of referees, you confirm that you have informed the referee that you are providing their contact information to the Union and that they have consented to being contacted by the Union and discussing the content of your application.

In addition to the above the Union has a complimentary policy which governs privacy in relation to our website – www.nuw.org.au

Enquires about this policy or complaints should be directed to:

The Privacy Officer
P.O. Box 343
North Melbourne Victoria 3008

1300 275689

reporting@nuw.org.au

Complaints should be in writing and include details about the complaint and any supporting documentation.

In dealing with your complaint the Union will:

- treat your complaint seriously;
- deal with your complaint promptly and confidentially;

- advise you of the outcome of the complaint.

The Union may require that you provide proof of your identity in order to access your personal information.

If you wish to access and/or update your personal information you can do so by contacting the Union by letter, email or phone on 1300 275 689.

You should contact the Union when your personal information changes as it is important that we keep your membership details up to date. You can do this by contacting the Union by letter, email or phone on 1300 275 689