
SoS Digital Support - Privacy Policy

<i>SCOPE</i>	<i>2</i>
<i>WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT?</i>	<i>2</i>
<i>SENSITIVE INFORMATION</i>	<i>2</i>
<i>THIRD PARTIES</i>	<i>2</i>
<i>DISCLOSURE OF PERSONAL INFORMATION</i>	<i>3</i>
<i>SECURITY OF PERSONAL INFORMATION</i>	<i>3</i>
<i>ACCESS TO YOUR PERSONAL INFORMATION</i>	<i>3</i>
<i>MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION</i>	<i>3</i>
<i>BANKING DETAILS</i>	<i>3</i>
<i>POLICY UPDATES</i>	<i>3</i>
<i>POLICY COMPLAINTS AND ENQUIRIES</i>	<i>4</i>

Privacy Policy Version 1 – 06 Sept. 2022

Scope

Savvy Online Seniors Digital Support (SoS) is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at <https://www.oaic.gov.au/agencies-and-organisations/app-guidelines/>.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone, gender, birth date and age.

This Personal Information is obtained in many ways including **interviews, correspondence, by telephone, by email, via our website www.bsol.asn.au, from your website, from media and publications, from other publicly available sources**, and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/members lists at any time by contacting us in writing. When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

As a policy SoS does not collect or store sensitive information within its corporate systems however individual members may be privy to this information and they shall not record it.

Also see the Code of Conduct for further information on interactions between members.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in several circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.

However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

SoS will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure, that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as

practicable so we can update our records and ensure we can continue to provide quality services to you.

Banking Details

SoS does not keep physically or electronically any banking details or credit card numbers connected to our members. Any details which are needed for office use are shredded after use to maintain our internal security.

Policy Updates

This Policy may change from time to time and is available on our website.

Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

Email: connect@sosdigitalsupport.org

Post: SoS Digital Support, P.O. Box 287, Merimbula, NSW 2548

Telephone: 0429 970 150