

Privacy Policy

This Privacy Policy describes how Wildlife Network Tasmania Inc. (WNT) manages any personal information that it may collect, hold, use or disclose for its functions and activities. Personal information is information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained, from the information or opinion.

1 ABOUT WILDLIFE NETWORK TASMANIA

Wildlife Network Tasmania Inc. (WNT) is an incorporated association under the Associations Incorporation Act 1964 (Tasmania) - Registration Number IA12985. WNT acts per its purpose, strategy and Constitution.

This policy has been developed in alignment with the *Privacy Act 1988* and the *Australian Privacy Principles*.

2 WHAT PERSONAL INFORMATION DOES WNT COLLECT AND HOLD?

The personal information we collect and hold may include your name, email address, along with additional contact and relevant personal details that we consider reasonably necessary (such as information about your opinions, policies, statements and writings) so we can perform our legitimate functions and activities.

We will only collect sensitive personal information about you if we have your express or implied consent or if the law otherwise permits it.

Personal information that we collect is stored or held securely by Wildlife Network Tasmania, or in archives maintained by an authorised third-party information provider.

3 HOW IS PERSONAL INFORMATION COLLECTED?

As well as collecting personal information from you directly, we collect personal information from oral sources, from correspondence and other written material either sent to us or from publicly available sources of personal information such as newspapers, surveys, stakeholder feedback and consultation processes. We also gather information collected through WNT's website, online portals, digital media, social media engagement, public records, and official proceedings.

Where we consider that you may not be aware or would not have expected that we had collected personal information about you we will take such steps as are reasonable in the circumstances to let you know that we have collected the personal information, our purpose in collecting it, to whom Wildlife Network Tasmania Inc. would usually disclose the information.

Specific purposes include:

- To identify, understand, and respond to policies, ideas, attitudes, and opinions of those parties in representing the interests of our members.
- To collect and analyse demographic information, such as postcodes and volunteer types, to generate reports. These reports are aimed at assisting the wildlife sector by providing valuable insights, such as the distribution of rehabilitators in specific areas, which aids in strategic planning and resource allocation.
- To keep and maintain training records and the history of our members.
 - This includes information related to training sessions attended, certifications obtained, and other relevant training-related data.

- The purpose is to ensure the continuous development and improvement of our community members in their roles within the wildlife sector.
- To actively engage with the wildlife sector to advocate and promote policies that align with the goals of our community.
- To facilitate effective communication regarding events, updates, and matters relevant to our community.

4 DISCLOSURE OF PERSONAL INFORMATION

In line with common business practices, we may disclose personal information in compliance with the Australian Privacy Principles to

- our funding body;
- those organisations as required or authorised by law; and
- external parties such as your representatives, including your legal advisers;
- our representatives, such as our legal advisers;
- service providers such as printers and posting services and organisations involved in the provision and maintenance of our systems and infrastructure; and
- those organisations where you have consented, or you would have reasonably expected us to do so.

Additionally, we may share your personal information with other stakeholders involved in training and registration processes to verify information. These organisations may include, but are not limited to, the Department of Natural Resources and Environment Tasmania (NRE Tas). This sharing of information is conducted to ensure the accuracy and completeness of training records and registration details. WNT ensures that any third-party service providers handling personal information on our behalf are contractually bound to maintain appropriate privacy safeguards and comply with Australian privacy laws.

WNT does not currently use automated decision-making systems (such as AI algorithms) to assess or serve individuals. If such systems are introduced in future, WNT will provide appropriate notice and transparency to individuals regarding how these systems may affect them, in accordance with applicable privacy laws.

5 MANAGEMENT OF PERSONAL INFORMATION

Wildlife Network Tasmania Inc. (WNT) is committed to ensuring personal information is protected through a combination of technical and organisational safeguards. These include:

- Encryption of sensitive data where appropriate
- Role-based access controls to limit who can view or modify personal information
- Password-protected digital systems and secure physical storage
- Regular privacy and data security training for staff, volunteers and contractors who handle personal information

These measures are reviewed regularly to ensure they remain appropriate and effective.

We will destroy or permanently de-identify the personal information we are holding when it is no longer needed for the purpose for which we collected it. When we destroy your personal information we will ensure that this is carried out properly and securely.

Our Public Officer is responsible for our overall compliance with the Privacy Act and this policy. If you would like more information about how we manage your personal information please contact us (see "Contact details" below).

6 ACCESS TO PERSONAL INFORMATION

You may request access to the personal information that we are holding (see "Contact details" below). Before giving you access we may need to establish your identity by sighting some form of identification or asking you questions.

You may ask us to correct the personal information that we are holding if you believe it is incomplete, inaccurate, irrelevant, out of date or misleading.

This access is subject to some exceptions allowed by law. For example, we can deny you access where access would

- be unlawful;
- pose a serious threat to the life, safety or health of an individual or public health or safety;
- have an unreasonable impact on the privacy of others;
- involve disclosure of a commercially sensitive decision-making process;
- prejudice enforcement activities such as criminal proceedings or negotiations with you; or
- reveal certain information relevant to legal dispute resolution proceedings.

We may also deny your request for access if it is frivolous or vexatious. We will give you reasons if we deny your request.

7 USE OF COOKIES

Wildlife Network Tasmania Inc. (WNT) may use cookies and similar tracking technologies on our website. Cookies are small files that are stored on your device when you visit a website. These files contain information that helps enhance your browsing experience and allows us to improve our services.

We use cookies for various purposes, including

- Authentication: To identify you when you visit our website and log in, ensuring the security of your account.
- Preferences: To remember your preferences and settings, providing a personalized experience.
- Analytics: To gather information about how our website is used, helping us analyze and improve its performance.
- Marketing: To display relevant advertisements and promotional content based on your interests.

By using our website, you consent to the use of cookies as described in this Privacy Policy. You can manage your cookie preferences through your browser settings. However, please note that disabling certain types of cookies may affect the functionality of our website.

We may also allow third-party service providers to use cookies on our site to collect information about your online activities over time and across different websites. These providers may include analytics and advertising partners. Please review their privacy policies for more information on how they handle your data.

If you have any concerns about the use of cookies or tracking technologies, please contact us using the details provided in the "Contact details" section below.

8 COMPLAINTS ABOUT PRIVACY

If you believe Wildlife Network Tasmania Inc. has breached its obligations under the Privacy Act, you may complain to the Public Officer at Wildlife Network Tasmania Inc.

Your complaint may be made by mail, email or through our website (see "Contact details" below).

We will acknowledge receipt of your complaint within 2 business days and will attend to your complaint and endeavour to resolve it within 14 business days.

If, after this, you are not satisfied with the outcome, you are entitled to complain to the Federal Privacy Commissioner.

The office of the Privacy Commissioner can be contacted on 1300 363 992 or go to the Commissioner's website at <https://www.oaic.gov.au/about-us/contact-us/>

We are unable to handle or assist you with a privacy complaint involving another member. If you have a privacy complaint about another member, you should take up your complaint directly with the member concerned.

In accordance with upcoming amendments to the Privacy Act, individuals may also have a legal right to initiate proceedings for serious invasions of privacy, even where no actual harm is demonstrated. We encourage anyone with concerns to contact WNT in the first instance so we can resolve the matter promptly and fairly.

9 THIRD PARTY LINKS

Our website may contain links to third-party websites, services, or content that are not operated or controlled by Wildlife Network Tasmania Inc. (WNT). Please note that we are not responsible for the privacy practices of these third parties. When you click on such links, you will be directed to their websites, and their privacy policies will govern the collection and use of your information on those sites.

We encourage you to review the privacy policies of any third-party websites you visit to understand their information practices. Wildlife Network Tasmania Inc. is not liable or responsible for the content, privacy policies, or practices of any linked third-party sites or services.

10 CONTACT DETAILS

The Public Officer

Mail:

Wildlife Network Tasmania Inc.
PO Box 72, Lauderdale, Tas 7021

Email: info@wildlifenetworktasmania.org.au

11 NEED MORE INFORMATION?

If you would like more information about privacy and the Privacy Act (including the Australian Privacy Principles), you can access the Privacy Commissioner's website at <https://www.oaic.gov.au/privacy/>.

12 DOCUMENT INFORMATION

Document owner	Board
Effective date	5 February 2025
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Comments	This version incorporates updates in anticipation of forthcoming reforms to the Privacy Act 1988, expected to begin coming into effect from mid-2025.

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