

Privacy Policy

Central Coast Family History Society Inc is committed to providing quality services to members and visitors. This policy outlines how we manage your Personal Information.

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 and phone numbers. For Members it also includes membership details and payment records.

This Personal Information is obtained in many ways including: in person, from membership applications, from correspondence, by telephone, by email, via our website www.centralcoastfhs.org.au, from social media, from cookies and from third parties.

We collect your Personal Information for the primary purpose of providing our services to Members, internal record keeping, sending products and publications, and marketing. You may unsubscribe from our mailing 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 includes 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.

Sensitive information is not required or collected for the Society's administrative processes.

When undertaking or assisting with family history research, such information may be useful in finding one's ancestry but will not be retained by the Society.

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 a number of circumstances including the following:

- To 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.

Access to your Personal Information

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

Central Coast Family History Society Inc will not charge any fee for your access request.

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 an 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.

Policy Updates

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

Privacy Policy Complaints and Enquiries

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

Central Coast Family History Society Inc

admin@centralcoastfhs.org.au

02 4324 5164