

GLOBAL LAW STUDENTS ASSOCIATION

PRIVACY POLICY

APPROVED: 12/09/2020

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INTRODUCTION

The Global Law Students Association (“GLSA”) is committed to providing quality services to our members, and to maintaining the highest levels of member privacy attainable. This policy outlines our ongoing obligations to our members in respect of how we will manage your Personal Information.

The GLSA recognises that the right to privacy is included in **section 13** of the *Victorian Charter of Human Rights and Responsibilities Act 2006*, which provides that individuals have the right to keep their lives private, and not to have their Personal Information interfered with.

We have adopted the Information Privacy Principles (“IPPs”) contained within the *Privacy and Data Protection Act 2014 (Vic)* (“**the PDP Act**”), as a best practice method of protecting your Personal Information. These principles govern the way in which we collect, use, disclose, store, secure and disposes of your Personal Information.

A summary of the IPPs may be obtained from the website of the Office of the Victorian Information Commissioner [here](#).

WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT?

The PDP Act defines Personal Information as “information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion...”.

Examples of Personal Information that we collect includes:

- names;
- addresses;
- email addresses; and
- student ID numbers.

The GLSA obtains this information primarily through our Member sign-up sheets. We may also collect this information through, but not limited to, event registration, competition registration, and interviews.

We collect this information for the primary purposes of providing our services to our Members, and for meeting our statutory obligations under the *Associations Incorporation Reform Act 2012 (Vic)* (“**the AIR Act**”). We may also use this information for a

secondary purpose that is related to the primary purposes in circumstances in which our Members would reasonably expect such use.

You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing at presidentmls.glsa@gmail.com and executivedirector.glsa@gmail.com.

When we collect Personal Information, we will, where appropriate and possible, explain to you why we are collecting the information and how we plan to use it.

SENSITIVE INFORMATION

The PDP Act defines Sensitive Information as information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership or a professional or trade association, membership of a trade union, sexual preferences or practices or criminal record.

The GLSA will not collect Sensitive Information from a Member unless we receive the express consent of that Member.

THIRD PARTIES

Where reasonable and practicable to do so, the GLSA will collect our Members' Personal Information only from the members themselves. However, in some circumstances, we may be provided with information that has been collected by third parties. In such circumstances, the GLSA will take reasonable steps to ensure that our Members are made aware of the information that is provided to us by the third parties.

For example, we may receive Personal Information from a third party event registration company when we use that company's services to register an event.

DATA QUALITY AND ACCESS TO YOUR PERSONAL INFORMATION

Under our Constitution and pursuant to the AIR and PDP Acts, each of our Members has a right to access his or her Personal Information that the GLSA holds, subject to certain exceptions.

Our Members also have a right to update and/or correct this Personal Information. If you wish to access your Personal Information, please contact us in writing at presidentmls.glsa@gmail.com and executivedirector.glsa@gmail.com. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as

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

The GLSA will not charge any fee for your access request. In order to protect your Personal Information, we will require identification from you before releasing the requested information.

DISCLOSURE OF PERSONAL INFORMATION

The GLSA will not disclose our Members' Personal Information to third parties unless the Members consent to such disclosure, or the disclosure is required under the AIR Act.

DATA SECURITY

The GLSA will take all reasonable steps to protect the Personal Information it holds from misuse and loss, and from unauthorised access, modification or disclosure.

The GLSA will further take all reasonable steps to destroy or permanently de-identify personal information to the extent that it is no longer needed for any purpose.

UPDATES TO THIS PRIVACY POLICY

Members may access this policy on the GLSA's [website](#). This policy may change from time to time. The GLSA reserves the right to use its discretion when it updates this Policy. The GLSA may further update this policy without notice.

This policy will be reviewed annually to ensure that it best reflects the IPPs and that it promotes the GLSA's compliance with the IPPs.

Members who have any concerns or comments about the GLSA's privacy governance may contact the association in writing at presidentmls.glsa@gmail.com and executivedirector.glsa@gmail.com.