

## Melbourne Eruv Pty Ltd Privacy Policy

Melbourne Eruv Pty Ltd (ACN 071 259 713) (“**Melbourne Eruv**”) is committed to providing a kosher eruv (“**Kosher Eruv**”) on a weekly basis for the Melbourne Jewish Community. This policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs 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 [www.privacy.gov.au](http://www.privacy.gov.au).

### What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual (“**Personal Information**”). Examples of the kinds of Personal Information that we may collect and hold include: names, addresses, email addresses, phone and facsimile numbers.

This Personal Information might be obtained in many ways including via email, via our website <http://www.cosv.org.au/gsqp.php?gsqp=eruv>, from your website, via our smartphone app, from publicly available sources, from cookies and from third parties.

We collect, hold, use and disclose your Personal Information for the primary purpose of providing notification services to you associated with the supervision and maintenance of the Kosher Eruv and for marketing and fundraising purposes. 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/marketing 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.

Sensitive information will be used by us only:

- for the primary purpose for which it was obtained;

- for a secondary purpose that is directly related to the primary purpose;
- with your consent; or
- where required or authorised by law.

## **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.

We are unlikely to disclose Personal Information to third parties who are overseas, given that the services we provide relate solely to the Kosher Eruv in Melbourne.

## **Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse, interference 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.

## **Access to your Personal Information**

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

Melbourne Eruv 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, inaccurate, incomplete or misleading and requires correction, please advise us as soon as practicable at the address contained below so that we can update our records and ensure we can continue to provide quality services to you.

## **Complaints regarding the Australian Privacy Principles**

If you feel that Melbourne Eruv has breached any of the APPs under the Privacy Act, first contact us via letter to the address contained below to attempt to resolve the complaint. We will take steps in response to any complaint to address the breach and to alter our processes and procedures to ensure our compliance with the APPs.

If you still feel your complaint has not been rectified, you have rights under the Privacy Act to bring a complaint to the Australian Information Commissioner (“**Commissioner**”). The Commissioner may commence an investigation and may make a number of declarations, including that certain persons are entitled to an amount of compensation and that an entity must perform any reasonable act to redress any loss or damage.

## **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:

81 Balaclava Road

Caulfield North VIC 3161

[admin@melbourne.eruv.org.au](mailto:admin@melbourne.eruv.org.au)

Attention: Melbourne Eruv Administrator