

## **CPSU Privacy Statement – July 2010**

### **What Information Do We Collect?**

The CPSU collects and holds personal information such as name, address, employer, occupation, contact details and issues of identified interest of individual members. This information is used to help the union deliver services to members, to inform the union's campaigns and for communication purposes.

### **Can You Access Information We Have On You?**

The CPSU welcomes enquires from members to help ensure details we hold are accurate and current. Members can contact us at any time to check their details or email the union for further information about how to arrange access.

### **What Do I Do If I Am Concerned About Privacy Practices?**

If you have any complaints about our privacy practices or wish to make a complaint about how personal information is managed please contact us on 03 6234 1708.

### **How Is the Information Stored?**

The CPSU takes all reasonable steps to protect the security of members' personal information we hold. This includes appropriate measures to protect electronic materials and materials stored as hard copy. Only authorised officers of the union have access to stored data. The CPSU maintains and manages all databases internally.

### **How Is the Information Used?**

Personal information is collected for the purpose of providing services to our members, processing subscriptions, complying with the union's rules and with State and Federal Legislation, providing training, communicating with members, conducting industrial activities, identifying members with common interests and facilitating feedback and consultation on all union activities. The CPSU will not disclose this information to other organisations.

### **What Information is recorded When I Visit the Website?**

If the web site asks you to provide personal information it will only be used for that specific purpose such as keeping you updated or sending you information.