



SA Genealogy & Heraldry Society Inc

Library: 201 Unley Road, Unley SA

POLICY STATEMENT

Privacy policy

The SA Genealogy & Heraldry Society Inc will...

1. disclose to the individual how they will use their personal information before collecting the data.
2. not use personal data for any reason other than that they state.
3. not knowingly pass on personal data to a third party without gaining specific written consent from the individual first unless the disclosure of the information is required by law.
4. not request a blanket written consent to pass on personal data as this is inappropriate as neither the Society or the individual can foresee future needs.
5. retain the records of written consent.
6. keep personal data secure and allow appropriate access only.
7. allow access by an individual to their own personal data.
8. update or correct personal data when advised by the individual that it is incorrect.
9. will keep personal records up-to-date.
10. not collect personal information held by a third party without the consent of that party and the individual concerned unless entitled to do so by law.