

QJA Privacy Policy

Preamble

The QJA is strongly committed to protecting your privacy. The purpose of this policy is to tell you what kind of information we may gather about you when applying for membership and when you visit our web site, how we may use that information, whether we disclose it to anyone, the choices you have regarding our use of information, and your ability to correct this information. Our policy allows you to choose what kind and how much information you provide to us and to control how we use whatever information you give us.

Collection of Information

The QJA collects two types of information. The first type is anonymous information. For instance, we may collect information to tell us that five thousand people visited our web site today, but we do not know their names, where they live or their date of birth - they are 'anonymous' to us. This information is collected for research purposes, is used in the aggregate and remains anonymous.

The second type of information that the QJA collects is personal information. QJA will collect personal information that lets us know the specifics of who you are such as your name, email address, or postal address, *when you provide it to us*, whether either specifically or incidentally provided. (An example of incidental provision is when an address or a credit card number is supplied with a merchandise order). We hope that you will find it beneficial to provide individually identifiable information about yourself to us because it will make our services more valuable to you.

Sometimes, we may specifically ask for personal information about you. Certain information may be required, such as your name, age, email address or credit card number, in order to provide that service or product to you. This information may also be used to inform you of additional QJA matters which may interest you. The QJA undertakes to destroy credit card information provided to us after it has been used to process a payment.

How much of your personal information that you choose to disclose to the QJA is completely up to you. The only way we know something about you personally is if you provide it to us.

Monitoring of Computer Resources

The QJA may from time to time provide members or employees with access to its computing resources. This may include, but is not restricted to, provision of access to the QJA computer network or granting the use of an email address bearing the registered domain name of the QJA. Members and employees should be aware that their uses of company computing resources are not completely private. Whilst the QJA does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of its computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service.

The Association may also specifically monitor the activity and accounts of individual users of computing resources, including individual login sessions and the content of individual communications, without notice. This will take place where it reasonably appears necessary to do so to protect the integrity, security, or functionality of the QJA or to protect the company from liability. Any specific monitoring that occurs will be discussed with the President and advised to the Board of Directors at a time no later than at the next Board meeting.

Ultimately, you are solely responsible for maintaining the secrecy of your passwords if one is provided to you by the QJA. The QJA will not be responsible for disclosure of any personal information that has occurred because of disclosure of passwords on your part.

Use of Personal Information

The QJA will only use the personal information you have chosen to provide us for the purpose for which you provided it. Other than an obligation for the QJA to disclose by law your personal information to third parties, we do not disclose personal information that you may give us, such as your name, address, email address or telephone number, to any organisation or person outside the QJA unless you have authorised us to do so. Non disclosure includes the fact that the QJA does not pass your contact details on to members of the public for the purposes of locating a JP and does not pass your details onto the Department of Justice and Attorney General. Under no circumstances will the QJA sell your personal information to third parties.

To comply with government training regulations, the QJA keeps enrolment forms, training schedules, records of assessment and other training details on file stored confidentially. State Training Authorities and the Queensland Justices Association may use the information gathered for statistical and reporting purposes. It may also be used to claim State and/or Commonwealth Government funding for training.

Cookies

The QJA does not use cookies on its web site.

Access and correction: personal data

If QJA holds personal or training information about you, we will provide you with access to the information, if requested, by writing to the Registrar at PO Box 8419, Woolloongabba, Qld, 4102 or email to admin@qja.com.au. The QJA will take reasonable steps to correct the information so that it is accurate, complete and up to date.

Security

The QJA operates secure data networks that are designed to protect your privacy and security. If you have any complaints relating to privacy issues on our websites, please notify the Registrar. We will respond to all complaints, and where considered necessary, conduct an investigation.

Changes to QJA Privacy Policy

If we decide to change the QJA Privacy Policy, we will post those changes on the QJA website.

Review Date

This policy is periodically reviewed and revised. Revisions are made as and when required. The period between reviews must not exceed 5 years. The date for review of this policy is on or before **October 2014**.