



AMR Privacy Policy Statement

The information below pertains to the collection and storage of any personal information you may be required to provide to Altona Miniature Railway.

In line with privacy requirements as outlined by law, AMR gives the following assurances in regards to your personal information:

Collecting personal information

AMR understands you as a member or customer may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. AMR's policy is to protect members' and customers' privacy and personal information it may collect from time to time.

AMR has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

Personal information is collected by AMR for the primary purpose of membership requirements and/or invoicing purposes. AMR collects details such as your name, address, telephone and facsimile numbers, email addresses, gender, age, marital status, etc.

A hard copy file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

Failure to provide required personal information

Failure to provide the information required for the purposes detailed may mean AMR is unable to complete your membership, event registration, volunteer assistance, sale etc.

Securing personal information

To prevent any unauthorised access to your information, AMR has installed computer and network security, including password protection processes.

Only staff authorised by the Secretary have access to the data file information. Hard copies of information are stored in locked cabinets or equivalent off site secured storage areas.

Disclosure of personal information

Your personal information will only be used or disclosed by AMR, as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate AMR delivering better services and benefits to its members and customers, personal information collected may be shared with other organisations, including Australian Association of



Live Steamers.

Further, to conduct our operations, AMR occasionally engages independent operators and parties.

Accordingly, some this information may be used or disclosed in part to:

- enable mail contractors to deliver documents and communications to members;
- officers of a government law enforcement agency in connection with the lawful performance of their duty;
- a debt collection agency for financial default purposes;
- send direct mail to members with news of special offers or the availability of new products or services;

Withdrawing consent for disclosure of information

If you do not consent to any of the disclosures above please advise AMR in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where AMR is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, AMR will accept this as having received your express consent.

Accessing personal information

Members and customer may, upon written request, access their own personal information which AMR has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason AMR is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

Making changes to personal information

AMR endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise AMR and every effort will be made to correct the information.

Lodging a complaint

For any purpose associated with privacy matters, including the lodgement of a complaint, please contact AMR immediately so we can quickly deal with your concern or complaint.

Our privacy policy

Copies of this privacy policy are available from the AMR Secretary, or can be e-mailed or mailed to. This policy is also available on our website at www.altonaminiaturerailway.com.au

This Privacy Statement was last amended on 19/8/2014