

The Society of Women Writers Qld Inc

Privacy Policy

The Society of Women Writers Queensland Inc. is committed to protecting the privacy of personal information which the Organisation collects, holds, and administers when individuals apply for membership, either online or using a printed application form. Personal information is information which directly or indirectly identifies a person. We take reasonable steps to ensure the information collected includes accurate, complete, up to date and relevant contact details and information about the member's skills and experience which may be of assistance to the Organisation in a volunteer capacity.

The information collected is used for the purpose of administrating the affairs of the Society of Women Writers Queensland Inc. and communicating with members. Any other disclosure will only be with the individual's prior consent or as required by law.

Personal information is also collected about individuals making enquiries about the Society of Women Writers Queensland Inc. and its primary function, and this information is collected by mail, telephone, e-mail or any other electronic means. This information is used to respond to enquiries, and for subsequent follow-up if required. The Society of Women Writers Queensland Inc. does not insist on enquirers identifying themselves, respecting their right to remain anonymous, but this may limit our ability to respond and assist them. The Society of Women Writers Queensland Inc. will not disclose personal information about enquirers without their consent or as required by law.

MEMBERSHIP DETAILS

The Society of Women Writers Queensland Inc. does not and will not sell, rent, or share our membership mailing list. We use e-mail lists to communicate with members and members can opt out of any of these at any time.

SECURITY OF PERSONAL INFORMATION

The Society of Women Writers Queensland Inc. will safeguard the personal information we collect and store against misuse, loss, unauthorised access, and modification. Proof of identity and authorisation from the member whose information is being sought is required before information is released to any person, including other members. (See Rule 13* in The Society of Women Writers Queensland Inc.'s Constitution).