



**CME POLICY AND PROCEDURES**

*As at 8 December 2014*

***CME Privacy Policy***

<p><b>Purpose</b></p>	<p>The Chamber of Minerals and Energy of Western Australia (<b>CME</b>) (ABN 82 738 249 529) is a not-for-profit, peak industry association representing the mining and energy industry.</p> <p>Protecting an individuals privacy is very important to CME and CME is committed to maintaining the security of all personal information provided by visitors to; and users of the CME websites or via other channels.</p> <p>CME at all times remains committed to observing its obligations and requirements under the <a href="#">Privacy Act 1988</a> (Cth) (Privacy Act), including the Australian Privacy Principles (APPs) contained in the <i>Privacy Amendment (Enhancing Privacy Protection) Act 2012</i> which took effect on 12 March 2014. This Privacy Policy is provided in response to these recent changes.</p> <p>CME reserves the right to amend this Privacy Policy from time to time and the revised policy will take effect from the time it is posted on the CME website.</p> <p>CME is committed to the open and transparent management of personal information. This policy is made available on CME’s website and will be made available free of charge upon an individual request.</p>
<p><b>What is personal information?</b></p>	<p>Personal information under the Privacy Act means information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not.</li> </ul> <p>Personal information includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• personal details (including name, address, telephone number or e-mail address);</li> <li>• employment details; and</li> <li>• bank account details.</li> </ul> <p>Sensitive information is a special category of personal information under the Privacy Act, which can include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• race or ethnic origin;</li> <li>• criminal history; or</li> <li>• health information.</li> </ul> <p>Sensitive information can only be collected with consent, unless otherwise permitted by law.</p>
<p><b>What personal information does CME collect and hold?</b></p>	<p>The types of personal information CME collects may include name, company/organisation, position, business address, business telephone and fax number, email address, mobile telephone number and the details of an individual’s membership of CME councils, committees, forums, roundtables and working or other groups.</p>



<p><b>How does CME collect personal information?</b></p>	<p>CME will only collect personal information that is necessary for its business functions and activities. At all times CME will only collect personal information by lawful and fair means and at all times subject to the requirements of the APP's.</p> <p>CME collects personal information in a number of ways, including:</p> <ul style="list-style-type: none"> <li>• directly from an individual, for example, when it is provided by phone, in registration forms or any other agreements, or when personal details are submitted through the CME website or contact email addresses;</li> <li>• from third parties such as member companies or authorised representatives;</li> <li>• from publicly available sources of information;</li> <li>• from CME's own records of how individuals use CME's services; and</li> <li>• when legally required to do so.</li> </ul>
<p><b>How does CME hold personal information – storing and security of personal information?</b></p>	<p>All personal information is stored securely at CME offices in paper and electronic form.</p> <p>The security of personal information is important to CME and CME takes reasonable steps to protect it from misuse, loss, unauthorised access, modification or disclosure. This includes:</p> <ul style="list-style-type: none"> <li>• Requiring our staff to maintain privacy and confidentiality</li> <li>• Document storage security measures</li> <li>• Imposing computer access security measures including password protection.</li> </ul> <p>CME will destroy or permanently de-identify personal information when it is no longer required for use or disclosure, and where CME is not required to retain the information in accordance with an Australian law.</p>
<p><b>For what purposes does CME hold, collect and use personal information?</b></p>	<p>CME maintains personal information on members and other stakeholders, in order to:</p> <ul style="list-style-type: none"> <li>• provide information relating to CME's activities, events and projects, and</li> <li>• provide information that may assist the business operations of the company/organisation to which individuals belong.</li> </ul> <p>CME will only use personal information for the purposes for which it was collected. CME will provide notification of the purposes of collection at or before the time the information is collected or as soon as practicable after collection. CME will not use personal information that it holds for the purpose of direct marketing unless certain exceptions apply.</p>
<p><b>When will CME disclose personal information?</b></p>	<p>CME does not disclose personal information to third parties, including third parties based overseas. In the event CME is required to disclose personal information to a third party, it will only do so with consent.</p>



<p><b>How to access to or correct personal information</b></p>	<p>All individuals are entitled to access their personal information held by CME and to seek to have it corrected, subject to some exceptions.</p> <p>All requests for access and correction of personal information will be responded to within 30 days or as soon as reasonably practicable after the request is made. Where possible, access will be given in the manner requested. CME may charge for giving access to the information (eg printing costs) however this charge will not be excessive nor will it apply to the making of the request. CME will not charge for any corrections made to personal information.</p> <p>Where CME refuses the request for access or correction of personal information, CME will provide written notification of the reasons for refusal. The CME Complaints Process is detailed below.</p> <p>If an individual would like to access any records of personal information CME has about them or if they believe any information CME holds about you is inaccurate, out-of-date, irrelevant or misleading, please send your request to:</p> <p style="text-align: center;">Director Corporate Services  Email: <a href="mailto:chamber@cmewa.com">chamber@cmewa.com</a>  Address: Locked Bag N984 Perth WA 6844  Phone: 08 9220 8500</p> <p>Further assistance can be obtained from the Australian Privacy Commissioner (see <a href="http://www.oaic.gov.au/about/contact.html">http://www.oaic.gov.au/about/contact.html</a> or call 1300 363 992).</p>
<p><b>What is the CME complaint process for a breach of the Australian Privacy Principles?</b></p>	<p>Where an individual has a complaint about how CME collects, holds, uses or discloses personal information, a privacy related issue such as a refusal to provide access or correction, or any breach or perceived breach of the APPs by CME, the CME's complaints process is outlined below so the complaint can be dealt with effectively and efficiently.</p> <ol style="list-style-type: none"> <li>1. Contact– please contact Director Corporate Services using the details listed above so CME can address the problem and rectify it. CME will endeavour to provide a response within five business days or as soon as reasonably practicable.</li> <li>2. Internal review – If there is dissatisfaction with the outcome of the complaint, then a review by the Chief Executive of CME can be requested. The review process will usually provide a decision within 25 business days of receiving the complaint or as soon as reasonably practicable.</li> <li>3. External review – If there is ongoing dissatisfaction then an individual is entitled under law to take the complaint to the Office of the Australian Information Commissioner (AIOC) by visiting <a href="http://www.oaic.gov.au">www.oaic.gov.au</a></li> </ol>
<p><b>Does the CME Privacy Policy apply when other websites are accessed via hyperlink?</b></p>	<p>Other websites may be accessible via hyperlinks from the CME website. These other websites are not subject to the CME Privacy Policy.</p>