



Order of Saint John of Jerusalem Knights Hospitaller – Australasia

ABN 16 004 656 964 (the **Order**)

Privacy Policy - 2nd July 2022

This is the Privacy Policy of the Order, including its Pories and Commanderies, as to how we manage your Personal Information and Sensitive Information.

The Order may from time-to-time review and update this Policy to comply with any relevant legislation and to take into account changes in technology, changes to the Order's operations and practices and to seek to ensure it remains relevant and workable in the environment in which the Order functions.

Definitions

What is Personal Information for the purposes of this Policy

Personal Information is information that identifies an individual. Examples of Personal Information we may collect includes names, addresses, dates of birth, emails and other electronic addresses, phone numbers of members, their emergency contacts, their next of kin, and their guests at events.

What is Sensitive Information for the purposes of this Policy

Sensitive information is Personal Information about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a professional body, criminal record, or health information.

Obtaining Personal Information and Sensitive Information

Personal Information, including Sensitive Information, may be obtained by us in many ways including from or in connection with applications or nominations for admission to the Order, interviews, correspondence, from face to face or telephone or electronic discussions, by email and SMS, MMS or other electronic means, via our website, from media and third party publications, from other publicly available sources, from referees for an aspirant to be admitted to the Order, or from other third parties.

Pro Fide Pro Utilitate Hominum-For Faith for Service to Humanity

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Grand Priory website; www.osjaustralasia.org.au

Use

Subject to the limitations outlined below, Personal Information including Sensitive Information will be obtained by us and used by us and our authorised office holders and administrators for the primary purpose of pursuing our objects and exercising our powers under our constitution.

We may also use or disclose parts of your Personal Information and Sensitive Information for incidental or ancillary purposes in circumstances where it would be reasonable to expect such use or disclosure, such as disclosure of relevant parts of the Personal Information to the international body of the Order of Saint John of Jerusalem Knights Hospitaller in Malta.

For example, Personal Information, and where reasonable in the circumstances, Sensitive Information, may be used where required by law or for the following purposes:

- requesting your services or other assistance as a volunteer from time to time;
- notifying events or functions, Investiture Services, and circulating pertinent information regarding matters which affect the Order or its membership;
- fulfilling administrative needs including using bank account details, credit or debit card details, billing address and invoice details;
- publication of photos taken and collected to use for the website, bulletins or other publications;
- recording membership history and related information, and donations; and
- invoicing oblations.

Under no circumstances will Personal Information or Sensitive Information be disclosed or released to an external mailing list.

Storage of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized modification or disclosure.

Correction and updating Personal Information

Members are encouraged to update their Personal Information if it changes and should contact the relevant Priory Secretary at any time to initiate the changes. The Order seeks to ensure that any corrections or updates you provide are implemented as soon as practicable. The Order strives to ensure that records are accurate, complete, and where using or disclosing it, only relevant for that purpose.

Policy Updates

This Policy may change from time to time and is available on our website.

Concerns and Enquiries

If you would like further information about our Privacy Policy please contact your relevant Priory Secretary.