

Abalone Council Victoria Inc – Privacy Policy

1. ABOUT US

1.1. Abalone Council Victoria Inc ABN 24 981 664 394 (ACV) is:

- 1.1.1. the peak body for the wild catch sector of the abalone industry in Victoria; and,
- 1.1.2. has developed the DiverObs Application (**App**) to assist in collecting and analysing diver reported data of abalone fisheries in Victoria and other states, with the support of the Fisheries Research and Development Corporation (**FRDC**) and other Australian abalone industry bodies.

2. PURPOSE OF THIS POLICY

2.1. This policy sets out how ACV will manage personal information collected by it in accordance with the *Privacy Act 1988 (Cth)* (**Act**).

2.2. The Act currently defines “personal information” as meaning information or an opinion about an identified individual or an individual who is reasonably identifiable:

- 2.2.1. whether the information or opinion is true or not; and
- 2.2.2. whether the information or opinion is recorded in a material form or not.

2.3. This privacy policy may be reviewed and updated by ACV from time to time. The most recent version of this policy is:

- 2.3.1. published on the ACV website: www.abalonecouncilvictoria.com.au; and,
- 2.3.2. can be accessed via the link in settings on the DiverObs application (**App**).

2.4. If you would like a copy of this policy in another form, please contact ACV.

3. WHAT KIND OF PERSONAL INFORMATION DOES ACV COLLECT AND HOLD?

3.1. Collection of solicited information

The ACV will only collect non sensitive personal information as defined by the Act. This data is collected for the **primary purposes** of:

- 3.1.1. administering the association and its membership, through collection of your name, address and other contact information; and,
- 3.1.2. aiding in fishery assessment, through collection of your name, age and experience in abalone fishery, state government fisheries agency identification number, dive date, general location and observations relating to diving activities, and specifications of your mobile device.

3.2. Adoption use or disclosure of government related identifiers;

The ACV is collecting fishery identification numbers issued by state government fisheries agencies to enable linking diver’s observations by industry to other data sources such as catch data. The ability to link diver observation data to other data sources improves interpretation and value in stock assessment and enables verification and comparison to observation data.

3.3. Collection of unsolicited information

If the ACV is provided with personal information which it has not requested or solicited; the ACV will comply with the requirements regarding dealing with unsolicited personal information set out in the Australian Privacy Principle 4.

3.4. How does the ACV collect and hold personal information?

- 3.4.1. The ACV will collect personal information from members via membership applications, and personal information from divers via the App. This information will be held in an electronic database hosted by Amazon Web Services within Australia.
- 3.4.2. The ACV shall take reasonable steps to protect personal information that it holds from misuse, interference, loss as well as unauthorised access, modification, or disclosure. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.
- 3.4.3. When the ACV no longer needs or intends to use the information for any purpose for which it may be used or disclosed and, subject to any other legal or contractual requirements ACV is subject to, the information will be de-identified.

3.5. What are the purposes for which the ACV collects, holds, uses, and discloses personal information?

- 3.5.1. The ACV collects, holds, uses, and discloses this information for the **primary purpose** of aiding in fishery assessment and ACV administration. This may include data validation, cross referencing with other data sources, monitoring coverage, encouraging participation, and ongoing data analysis.
- 3.5.2. ACV will enable access to your personal information by the following entities in the manner and for the purposes described below:
 - a) ACV's officers, for the purpose of ensuring the association is properly managed;
 - b) ACV's appointed Database manager for the purpose of maintaining data integrity, conducting data analysis, providing reports and user support.
 - c) ACV's contracted service providers for the purpose of system development, data hosting and technical support.
 - d) Abalone industry association(s) associated with fisheries in which you operate, for the purpose of aiding in fishery assessment. Summarised reports where divers remain anonymous may be released by the industry organisation to third parties.
 - e) If an exception under Australian Privacy Policy Principal 6 applies.

3.6. How can you access personal information that the ACV holds?

You can access the personal information the ACV holds in relation to you at any time. If you wish to access this personal information, please contact us as set out below.

Within 30 days of receipt of a request, ACV will either provide access to your personal information free of charge, or provide you with a written statement of its reasons for refusing the request.

3.7. How can you correct personal information that the ACV holds?

3.7.1. The ACV wishes to ensure that personal information that it collects, uses, or discloses is accurate, up-to-date, and complete.

3.7.2. If you believe any personal information held by the ACV is inaccurate, out of date, incomplete, irrelevant, or misleading, please contact us with a request to update your personal information as set out below.

3.7.3. Within 30 days of receipt of a request, the ACV will:

- a) take reasonable steps to correct that information, if satisfied that the personal information it holds is inaccurate, out of date, incomplete or misleading; and,
- b) provide you with a written response setting out what corrections have been made and, if your requested corrections have not been made, its reasons for refusing to do so.

3.7.4. You can also edit your personal identification information at any time through the settings on the App.

3.8. Can you deal with ACV anonymously?

You are free to make general enquiries or to view the ACV website anonymously. However, to complete surveys using the App, your identity is needed to maintain data integrity and allow proper analysis. The use of pseudonyms when using the DiverObs application is not acceptable, and your responses will not be used.

3.9. What does the ACV do to make sure that it complies with the Australian Privacy Principles?

3.9.1. The ACV takes its privacy obligations seriously and is committed to meeting the highest standards when collecting, storing, using, and disclosing personal information.

3.9.2. The ACV has taken reasonable steps to implement practice, procedures and systems relating to its functions and activities to ensure that it complies with this privacy policy, including.

- a) Ensuring that the members of the FRDC Project no. 2019-038 project team and steering committee are aware of the obligations under the Commonwealth Privacy Act, the ACV Privacy Policy, and the privacy obligations as a service provider to FRDC.
- b) Ensuring that this privacy policy is regularly reviewed and updated, as needed.

3.10. How can you make a complaint about how we have handled your personal information?

3.10.1. You may make a complaint to the ACV if you consider that the ACV has interfered with your privacy or otherwise breached its obligations under the Australian Privacy Principles in relation to the management of your personal information.

3.10.2. Any complaints should be in writing to the ACV at the contact details set out below.

3.10.3. The ACV will take reasonable steps to investigate any complaint. We may need to contact you to seek further information to clarify your concerns.

If the ACV does not respond to the complaint within 30 days, or you are not satisfied with the outcome of our investigations, you can make a complaint directly to the Office of the Australian Information Commissioner. Further details about how to make a complaint to the OAIC are available at: www.oaic.gov.au

3.11. How can you contact the ACV?

The ACV can be contacted via any of the following methods:

E-mail: info@abalonecouncilvictoria.com.au

Postal Abalone Council Victoria Inc
PO Box 497
RYE VIC 3941