

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

PRIVACY POLICY

WHAT INFORMATION DO WE COLLECT?

We collect information from our seniors when they register to become members and on occasions when they register for an event that we organise.

Information that we may collect includes:

- Christian and Surname.
- Email address and/or postal address.
- Seniors Card Number.
- Residential address.
- Postal address.
- Contact phone number/s.
- Assistance required eg: mobility.
- Permission when photos are taken at our events.
- Any other information that may assist PLSA ensure you enjoy events that we organise or deliver.
- Emergency Contact and name.
- Carer's Name and contact (where applicable); and
- Emergency Medical Conditions.
- Other.

WHAT DO WE USE YOUR INFORMATION FOR?

Any of the information we collect from seniors may be used in one of the following ways:

- To personalise/improve their experience – the information helps us respond to individual needs.
- Improve our services should we make any changes to our event/s.
- Provide seniors with Newsletters.
- To process transactions for events using the information, whether public or private (where required).
- Providing statistical information to relevant agencies.
- To administer a contest, promotion, survey, feedback or other feature; and
- Ensure seniors safety and well-being.

INFORMATION SECURITY

- The information will remain secure in accordance with our Association's By-Laws and **WILL NOT:**
 - Be sold.
 - Exchanged.
 - Transferred; or
 - Given to other organisations for any reason, without your written consent **other than** for purposes of delivering the services/events seniors are signed up for or in the case of an emergency.

Form:	OF12	Privacy Policy	Version 2.7
Updated: 01 January 2026	Updated By: Public Officer	Review Date: 31 January 2027	Approved: PLSA Mgt. Team
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DO WE DISCLOSE ANY INFORMATION TO OUTSIDE PARTIES?

We maintain seniors information. This does not include trusted third parties who assist us to conduct/deliver services/events for seniors that we organise, so long as these parties keep your information confidential.

The Association from time to time may also embargo information/documents, noting that embargoed information/documents will be honoured by all Committee members, unless the information is available in the public domain.

However, non-personal information relating to statistics, event attendance may be used for marketing, promotion, grants/sponsorship, advertising and feedback.

CONTACTING US?

If there are any questions regarding our privacy policy, seniors may contact us through the Association's Secretary or discuss the matter confidentially with a member of the General Committee whom you feel comfortable with.

The General Committee Member will take down necessary details and pass the information along to the Secretary who will contact seniors and resolve any concerns, which may include discussions at a Committee Meeting/s if required.

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