

Fellowship of First Fleeters

Privacy Policy

The Fellowship of First Fleeters values the privacy of our members and visitors whether to our activities, office, website or social media.

Personal Information we collect

We collect a range of personal information including:

- Contact details including your name, address, phone numbers and email address
- Information that establishes your descent from someone who arrived in Port Jackson on 26 January 1788
- Information supplied for inclusion in publications including *Founders*,
- Credit card, bank account or other financial details when you make a payment to us.

We seek to only collect personal information with your consent.

We automatically collect information about visitors to our web site:

- Server address
- Date and time of visit
- Web pages accessed and documents downloaded
- Services you used during your visit

The information that we collect automatically from visitors to our web site does not identify you as an individual. The purpose of this collection is to measure visitors to the web site to help us understand and improve its usefulness.

Storage of information

We store your information in:

- our electronic data bases
- where it is held to establish your descent then both on electronic databases and in hard copy
- where it is published then on an electric data base and in hard copy.

We take steps to store your information in such a way that it is protected from loss or misuse. Only members undertaking approved functions can access information and it is treated confidentially.

Use of information

Where your information has been supplied for a one-off purpose then the information is deleted after that purpose is complete.

Where you have supplied information about the birth, death or marriage of your ancestors then this may be disclosed to others also seeking to establish their descent or for our other objectives.

Where you have supplied information about yourself then this will not be disclosed to anyone else, other than for the purposes it was provided, without your consent.

As a voluntary not for profit organisation we will not seek to profit from information that you have supplied. We may however charge for publications we produce.

Our website contains links to other web sites. We do not accept any responsibility for third party web sites and note that they are outside of our control. We advise that you examine the terms and conditions of using third party web sites before using or disclosing information to them.

Right to access and correct

You may request access to information that you have supplied or that is about you.

Where the information is about you, and not primarily about someone else, then you have the right to correct any record created by us.

How to complain

If you think that we have breached this policy then please contact our Company Secretary and provide your contact details and as well as sufficient information to permit us to identify your complaint.

We will record your complaint, seek clarifying information, assess your complaint and respond to you with what needs to occur, if anything. We will respond to you within 28 days of the Company Secretary's receipt. We will work with you to seek to resolve the complaint.

Changes to this policy

We may make changes to this policy and, if this happens, the revised version will be placed upon our website.

In particular, we have sought to be consistent with the Australian Government's National Privacy Principles and if we become aware of any inconsistency then we will amend this document. We also welcome feedback on how we can improve what we do.