

Privacy Policy

Version No: 3 Board Approved Date: 1 November 2019

Our Commitment

Local Government Professionals Australia, SA is committed to protecting and safeguarding the privacy and confidentiality of your personal information.


Collection Statement

LG Professionals, SA collect and keep on file information that is necessary to ensure that we are providing our services at the highest possible quality and providing our members and associates with a vast range of valuable information and services. No personal information is collected by browsing our website until you book into an event or program, log-on as a member or place an enquiry via our website.

Information that is collected is stored for as long as it is needed to provide you with our services and keep you updated on relevant news, events, membership benefits, professional development services and all other services provided by us or our partners. Once your personal information is no longer needed by LG Professionals, SA, we will destroy and delete it from our database.

Members Only

Your details may be shared with others (including other members) in the provision of these services and in the recruitment of new members. The constitution of LG Professionals, SA, requires us to maintain a members' register. Your name, contact details, date of membership and membership category will be inserted into the members register. A member may view this register for the purpose of obtaining contact details so as to call a special general meeting. A member may not use the register for other extraneous purposes, for example, to obtain contact details so as to market a product or service. If you do not provide full details our services to you may be limited.

Our members can view and change their personal details online by visiting www.lgprofessionalssa.org.au and clicking on the  icon at the top of the page to log in to the *Members Only* page where they can view and edit their profile and privacy settings.

Use and Disclosure of Information

The key purpose of collecting your information is to ensure that we are fulfilling our commitments to you and providing you with adequate services that will assist us in assisting you.

Information given to LG Professionals, SA about you or your organisation will only be used for the purpose in which it was given.

LG Professionals, SA will occasionally go into contractual agreements with other companies to ensure that we are providing our members and associates with all the benefits possible, however only your name, position, organisation and email will ever be disclosed to these third parties unless permission has been given by you to provide them with additional information.

Security of Personal Information


LG Professionals, SA will use every means necessary to ensure that the personal information you provide is only given in a protected environment and is destroyed adequately once you cease your membership/relationship with LG Professionals, SA or the information is no longer needed.

Financial information such as credit card details or bank details are stored securely for as long as they are required according to our auditors. They are destroyed once used for their designated purpose.

Employees of LG Professionals, SA have limited access to your personal information and have all signed a confidentiality agreement upon commencement of employment. LG Professionals, SA does not in any way hand out or sell your personal information to third parties except for third party providers and event sponsors.

In addition, please ensure that your personal password and login details for the LG Professionals, SA website are kept private and confidential to ensure that no one can log in and extract your personal details.

Accessing and Changing your Personal Information

Members can view and change their personal details online by visiting www.lgprofessionalssa.org.au and clicking on the  icon at the top of the page to log in to the *Members Only* page where they can view and edit their profile and privacy settings.

You are entitled to request reasonable information that LG Professionals, SA keep on you. If you would like to access or correct any information please email admin@lgprofessionalssa.org.au

If you have any privacy issues or concerns regarding privacy please email admin@lgprofessionalssa.org.au or send your enquiry to LG Professionals, SA, 5 Hauteville Terrace, Eastwood SA 5063. Your enquiry will be forwarded on to the appropriate department, investigated and an employee from LG Professionals, SA will be in contact with you within 21 days from when the complaint was received.

Roles and Responsibilities

Department / Area	Role / Responsibility
Chief Executive Officer	Oversee the implementation of the Privacy Policy
Board	Review and Approve appropriate policies.

Monitoring and Evaluation

The Board will monitor and review its **Privacy Policy** bi-annually in conjunction with the preparation and submission of annual budgets to the Board, or more frequently if there is any major change in organisational status.

Version History

Version	Date	Description of changes	Effective Date
1.0	June 2015	- Initial policy	June 2015
1.0	September 2017	- Organisation name and document colours changed to reflect 2017 Style Guide.	No content change. Linda to review/update content and version number (to 2).
2.0	September 2017	- Language slightly amended to address parties associated with LG Professionals, SA, not just members.	15 September 2017
3.0	November 2019	- Reviewed. Nil changes.	1 November 2019