



Privacy Policy

LOCAL GOVERNMENT
PROFESSIONALS
AUSTRALIA, NSW

April 2016



Privacy Policy

Our Commitment

Local Government Professionals Australia, NSW (LG Professionals, NSW) is committed to protecting and safeguarding the privacy and confidentiality of your personal information.

Collection of Information

At LG Professionals, NSW we 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 with a vast range of valuable information and services.

No personal information is collected by browsing our website until you book into a course, log on to MemberNet 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 local government news, events, member benefits and professional development services and all other services provided by us or our partners. Once your personal information is no longer needed by LG Professionals, NSW, we will destroy and delete it from our database.

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, NSW about you or your company will only be used for the purpose in which it was given for.

LG Professionals, NSW will occasionally go into contractual agreements with other companies to ensure that we are providing our members with all the benefits possible, however your details will never be disclosed to these third parties unless permission has been given by you.

Security of Personal Information

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

No financial information such as credit card details or bank details are kept on file or stored in our database, they are destroyed once used for the designated purpose.

Employees of LG Professionals, NSW have limited access to your personal information and all have signed a confidentiality agreement upon commencement of employment. LG Professionals, NSW does not in any way hand out or sell your personal information to Third Parties.

In addition, please ensure that your personal Password and Login details into LG Professionals, NSW's MemberNet are kept private and confidential to ensure that no one can log in and extract your personal details.

Accessing and Changing your Personal Information

Our Members can view and change their personal details online by visiting www.lgprofessionalsnsw.com.au, logging into the *Members Only* area and selecting the *Your Personal Profile Tab*.

You are entitled to request reasonable information that LG Professionals, NSW keep on you. If you would like to access or correct any information please email member@lgprofessionals.com.au.

If you have any privacy issues or concerns regarding privacy please email member@lgprofessionals.com.au or send your enquiry to L10, 22 Market Street, Sydney NSW 2000 and your enquiry will be forwarded onto to the appropriate department, investigated and an employee from LG Professionals, NSW will be in contact with you within 21 days from when it was received.

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Revision:	8 April 2016	
Responsible Officer		CEO