

Privacy Policy

South Australian Skills Alliance (SASA)

Effective Date: 6-Jun-25

1. Introduction

The South Australian Skills Alliance (SASA) is committed to protecting the privacy and confidentiality of personal information in accordance with the *Privacy Act 1988* (Cth) (including the Australian Privacy Principles (APPs)) and other applicable laws.

This Privacy Policy outlines how SASA collects, uses, discloses, stores, and secures personal information, as well as the rights of individuals regarding their data.

2. Scope

This policy applies to all personal information collected by SASA, whether from members, employees, contractors, or other stakeholders.

3. Collection of Personal Information

3.1 Types of Information Collected

SASA may collect and hold personal information, including but not limited to:

- Names, contact details (e.g., email, phone, address)
- Employment or educational history
- Membership details
- Payment and financial details (where applicable)
- Feedback, surveys, or complaint information

3.2 Method of Collection

Personal information may be collected:

- Directly from individuals (e.g., forms, emails, phone calls)
- From third parties (e.g., training providers, government agencies, online resources) where consent is given or permitted by law
- Via our website (e.g., cookies, analytics – see Section 7)

3.3 Purpose of Collection

SASA collects personal information for purposes including:

- Providing skills training and workforce development advocacy services
- Managing memberships and stakeholder engagement
- Complying with legal and regulatory obligations
- Improving services and communication

4. Use and Disclosure of Personal Information

4.1 Use of Information

SASA will only use personal information for the primary purpose for which it was collected, or for a secondary purpose if:

- The individual has consented
- It is required or authorised by law
- It is reasonably expected for a related purpose

4.2 Disclosure to Third Parties

SASA may disclose personal information to:

- Government agencies (where required by law)
- Training providers and industry partners (with consent)
- Service providers (e.g., IT, payment processors) under confidentiality agreements

We do not sell or trade personal information.

5. Data Quality and Security

5.1 Accuracy

SASA takes reasonable steps to ensure personal information is accurate, up-to-date, and complete.

5.2 Security Measures

We implement appropriate safeguards to protect personal information from misuse, loss, unauthorised access, or disclosure, including:

- Secure storage (electronic and physical)
- Access restrictions
- Regular security assessments

6. Access and Correction

Individuals have the right to:

- Request access to their personal information (subject to legal exceptions)
- Request corrections if information is inaccurate, outdated, or incomplete

Requests should be submitted in writing to the Privacy Officer (contact details in Section 9).

7. Website and Cookies

Our website (SASA.org.au) may use cookies or analytics tools to improve user experience. Users can manage cookie preferences via browser settings.

8. Complaints

If you believe SASA has breached privacy laws, you may lodge a complaint in writing or email info@sasa.org.au. We will investigate and respond within a reasonable time.

If unsatisfied, you may contact the **Office of the Australian Information Commissioner (OAIC)**:

- Website: www.oaic.gov.au
- Phone: 1300 363 992

9. Contact Us

For privacy-related inquiries, contact:

Privacy Officer

South Australian Skills Alliance (SASA)

Email: info@sasa.org.au

Address: L2, 47 South Tce, Adelaide, SA, 5000.

10. Policy Updates

This policy may be updated periodically. The latest version will be available on our website.

End of Policy