

Cairns & District Family History Society Inc



Privacy Policy

In order to provide you with the highest standard of attention, this Society is required to collect personal information from you. The information covers basic details such as your name, address, telephone number and email address, and also information on your ancestors, if you provide them.

Naturally, some of this information is of a personal nature and some of it might be regarded as “sensitive” and not the sort of information that you would wish to have unnecessarily disclosed to others.

We value the need to safeguard this information and, in accordance with the principles laid down in privacy legislation, we would like to assure you that:

- This information will be kept at the Society’s Library and Research rooms.
- This information will only be used by the Research Assistants in order to assist your enquiries.
- It will not be disclosed to those not associated with your research, without your express consent.
- You may seek access to the information held about you and we will provide this access without undue delay. This access will be by inspection of your records at the time of the request.
- There will be no charge made for requesting this information but there may be fees levied just to cover the costs of copying the information.
- We will take reasonable steps to ensure at all times that the details we keep about you are accurate, complete and up to date.
- We will take reasonable steps to protect this information from misuse or loss and from unauthorised access, modification or disclosure.
- Our Research Assistants are trained to respect these principles at all times.