PRIVACY POLICY

Policy Type:	Governance
Adopted:	14 September 2026
Last Review Date:	May 2022
Approved By:	SACOME Council
Signature:	
Next Review Date:	September 2028
Responsible Person:	Chief Executive Officer

Version Control:

Version	Effect Date	Description of Changes	Approver

South Australian Chamber of Mines & Energy
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PRIVACY POLICY

1. Purpose

The South Australian Chamber of Mines & Energy (collectively, SACOME, we, us, or our) is committed to protecting the privacy of its members, stakeholders, and associated individuals. This Privacy Policy outlines how SACOME collects, uses, stores, and discloses personal information in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs).

2. Scope

This Privacy Policy applies to all personal information collected by SACOME from members, member representatives, event participants, industry stakeholders, website users, and other individuals who interact with SACOME.

This Privacy Policy is not applicable to any third parties' websites or platforms that you may access from our website. We encourage you to obtain a copy of their privacy policies of such third parties, to ensure that you are comfortable with how they handle and use your personal information.

3. Definitions

Privacy Principles means the Australian Privacy Principles contained in Schedule 1 to the Privacy Act (as amended or replaced from time to time).

Privacy Act means the *Privacy Act 1988* (Cth) (as amended from time to time).

Personal Information means information or an opinion about you, or information from which you could reasonably be identified.

Sensitive Information is a sub-set of personal information. We do not collect sensitive information without your consent, unless we are legally allowed to do so. By "sensitive information" we are referring to your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, political, professional, trade association or trade union memberships, sexual orientation or practices, criminal records or your health, genetic or biometric information and templates.

4. What Personal Information We Collect

Depending on how you interact with us, SACOME may collect personal information including (but not limited to):

- Contact and identity details – if we are in contact with each other, we may collect details which includes your Full name, job title, organisation, email, phone number, street address and postal address;

- Membership information and engagement history

- Payment and billing details - we may collect your credit card details when you make bookings with us and your health information (such as dietary requirements, allergies, health conditions) when you attend our sites or events. From time-to-time we will collect photographs and video footage of our visitors. Payment details provided through our website are processed through a secure server;
- Survey responses and feedback - we may collect details about your philosophical beliefs, associations or memberships and your feedback on our activities and services, including when you interact with us on our website or social media platforms;

We only collect personal information that is reasonably necessary for our functions and activities.

5. How We Collect Information

SACOME may collect your personal information:

- directly from you (for example, through membership applications, when we are in contact with each other, when you attend events we arrange or sponsor, when you visit our website, and email correspondence).
- from publicly available sources and databases (for example, if it is unreasonable or impractical for us to collect the personal information directly from you, because we have provided you with a fair opportunity to supply personal information which we reasonably require for our activities, but you have only partially provided it, or not provided it at all);
- through statutory, regulatory and other governmental processes; and
- from third-party service providers engaged by SACOME.

If we receive unsolicited personal information about you, we will assess whether we would have been entitled to collect it. If we would not have been entitled to collect it, we will destroy or de-identify it as soon as practicable (if it is lawful and reasonable to do so).

6. Use of Personal Information

SACOME may use your personal information to:

- Manage membership services (including assessing and processing your membership application);
- Administering your membership;
- Communicating with you about your membership and our activities;
- Develop, inform you about and deliver our events and programs;
- Publicise our events, including by publishing images of you attending our events;
- Conduct advocacy and industry engagement;
- Provide communications and updates;
- Process payments and administrative functions;
- Improve services and member experience;
- Conduct marketing activities for our events and activities;
- Understand your preferences and behaviours;

- Plan our resources;
- Conduct our corporate social responsibility activities;
- Negotiate, manage and fulfil our contracts with customers, suppliers and third parties;
- Comply with legal obligations.

7. Disclosure of Personal Information

We disclose personal information in limited circumstances. SACOME may disclose your personal information to:

- Service providers and contractors assisting SACOME operations including event co-ordinators, payment processors, data entry providers, marketing agencies, IT service providers, mailing houses, electronic network administrators, cloud service and software providers, debt collectors, suppliers, medical personnel and where necessary, to professional advisers, such as our financiers, solicitors and accountants;
- Government agencies or other statutory bodies where required by law. For example, where you have provided your consent or we are legally required to do so, such as under a court order or warrant;
- Other member organisations;
- Event partners or sponsors where necessary and appropriate; and
- Any other parties to whom you have authorised us to disclose your personal information.

8. Member Organisation Disclosure for Benefits Programs

SACOME may disclose member organisation names and membership status to selected third-party partners for the purpose of providing member benefits, discounts, and related services. SACOME does not disclose personal contact details of individuals for this purpose without consent.

9. Marketing Communications

SACOME may send individuals information about industry updates, events, and services. Individuals may opt out of non-essential SACOME communications at any time by using the unsubscribe function in our emails or by contacting us at sacome@sacome.org.au.

SACOME will still contact members about essential membership, administrative, or legal matters.

10. Data Security

SACOME takes reasonable steps to protect personal information from misuse, interference, loss, and unauthorised access. This includes secure systems, access controls, and data protection practices.

We only retain your personal information for as long as necessary to fulfill the purposes for which it was collected, or to comply with our legal obligations. When your personal

information is no longer required, we will take reasonable steps to securely destroy it or ensure that it is permanently de-identified, in accordance with our obligations under Privacy Principle 11.

11. Access and Correction

Individuals may request access to, or correction of, their personal information held by SACOME by contacting our Privacy Officer (whose details appear below). Upon receiving an access request, we may seek further details from you in order to verify your identity. We reserve the right to refuse access to personal information if we cannot verify your identity to our reasonable satisfaction. Access will generally be provided in an appropriate format within 30 days. We may charge a fee for providing access if it requires a significant amount of time to locate your personal information or to collate or present it in an appropriate format. This fee will be explained to you before it has been incurred.

In limited circumstances, and only where it is permitted under the Privacy Act, we may not be able to provide access to your personal information: for example, where it would have an unreasonable impact upon the privacy of others or where we believe your request is frivolous or vexatious.

We will take reasonable steps to ensure personal information we collect and use is accurate, up-to-date and complete. Where personal information is out-of-date or incorrect, please let us know by contacting our Privacy Officer and we will correct it.

12. Website and Cookies

SACOME's website may use cookies and analytics tools to improve user experience and website performance.
Cookies are small text files that are downloaded and stored onto your computer's browser directory when you visit our website.

Cookies are used to track the pages and services you visit on our website and to ensure that you are able to move freely across our website, without needing to re-enter information that you have already provided. Cookies are also used to recognize you when you return to our website and to enhance the performance of our website, by collecting information that helps us understand how our website is being used and to make improvements to its functionality.

We use cookies to collect information such as:

- your computer's IP address and other technical information;
- the date and time at which you access our website and the duration of your visit;
- the pages and content that you viewed during your visit; and
- the type of browser you are using.

You can refuse or disable cookies by adjusting your Internet browser's setting. However, our website may not function correctly if you do so.

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13. Overseas Disclosure

Your personal information may be disclosed to personnel situated outside of Australia. We may use overseas parties to collect, transfer, store and handle your personal information and personal information may be stored in the Cloud (that is, computer servers connected to one another via the Internet).

For example, we may store your personal information with, or allow it to be accessed by, overseas parties who provide:

- software and maintenance services for the Cloud;
- training services in connection with using and accessing the Cloud; and
- infrastructure/hardware used to access the Cloud.

If you submit your personal information to us, you are consenting to the transmission, disclosure, storage and access of your personal information by third parties in overseas jurisdictions. Privacy Principle 8 which ordinarily obliges SACOME to take reasonable steps to ensure that overseas recipients of your information do not breach the Privacy Principles (except Principle 1) will not apply.

If any of those overseas recipients handle your personal information in a manner which is inconsistent, or does not comply, with the Australian Privacy Principles:

1) to the maximum extent permitted by law, SACOME will not be accountable under the Privacy Act for any resulting loss or damage that you may suffer;
2) to the maximum extent permitted by law, you will not be able to seek redress against SACOME under the Privacy Act;
3) the overseas recipient may not be subject to any privacy obligations at all, or to any principles similar to the Privacy Principles;
4) you may not be able to seek redress against the overseas recipient in their jurisdiction; and
5) the overseas recipient may be subject to foreign laws which compel their disclosure of your personal information to other parties, such as overseas government authorities.

14. Data Breaches

SACOME complies with the Notifiable Data Breaches (NDB) scheme under the Privacy Act. In the event of a data breach likely to cause serious harm, affected individuals and the Office of the Australian Information Commissioner will be notified.

15. Complaints

Privacy concerns or complaints should be addressed to:

SACOME Privacy Officer,
Level 3, 115 King William Street, Adelaide SA 5000
Email: sacome@sacome.org.au
Phone: 08 8202 9999.

SACOME will investigate and respond within a reasonable period of time, unless we consider your complaint to be frivolous or vexatious. .

If a privacy concern or complaint is not resolved to your satisfaction, you can contact the Office of the Australian Information Commissioner (OAIC).

16. Policy Updates

This Privacy Policy may be updated from time to time. The latest version will be available on SACOME's website. Changes come into effect from the time when they are brought to your attention, or when you next visit our website, whichever is earlier. Please make sure you review this Privacy Policy each time you visit our website to keep up to date on any changes.