



Privacy statement

Law Employees Superannuation Fund (LESF) Privacy Statement

Your rights to privacy

We, the LESF trustees, understand the importance of protecting your right to privacy and have therefore prepared this statement to help you understand how we aim to protect the privacy of your personal information.

In this document we outline what details we keep about you and why we need these details. Please note that although we refer to “LESF” throughout the document, generally it is Australian Administration Services Pty Ltd (AAS) that collects and uses your details on our behalf. AAS is the company that administers LESF (in which you have a superannuation account) on behalf of the LESF trustees.

The new Privacy Amendment (Private Sector) Act 2000 amends the Privacy Act (from 21 December 2001) to include laws that regulate the way private organisations, like LESF, handle personal information, including very sensitive information such as health details.

The Act contains 10 National Privacy Principles that regulate, among other things, how organisations collect, store and protect the quality of personal information. Also, how these organisations should use and share personal information with other organisations. The National Privacy Principles form part of all our procedures and policies and the way our members’ accounts are administered.

There is a summary of the National Privacy Principles at the end of this communication.

What personal information will LESF keep about me?

LESF collects personal information from LESF members to administer their accounts. The type of personal information they collect about you includes your name, address, date of birth, telephone number and tax file number.

LESF collects personal information when members use the LESF website to lodge their forms, such as membership application and change of personal details forms, or if members send LESF documents containing personal information. There may also be circumstances when your employer may send personal details to LESF for you.

Risks of using the internet

You should note that there are security risks in transmitting information via the internet. You should assess these potential risks when deciding whether to use our on-line services. If you do not wish to transmit information via the LESF website, there are other ways in which you can provide this information, such as by mail, telephone or on-site visit.

Collection of browsing information

When you browse the LESF website, our service provider logs the following information for statistical purposes:

- your server address;
- top level domain name (for example .com, .gov, .au, etc.);
- the date and time of your web-site visit;
- the pages you looked at;
- the documents you down-loaded;
- the previous site you visited; and
- the type of browser you used.

We will not try to identify users or their browsing activities except, in the event of an investigation, where a law enforcement agency may exercise a warrant to inspect the service provider's logs.

The LESF website is 'cookie' free, which means we will not send you any unsolicited information after you have accessed our website.

We will only record your e-mail address if you send us a message. It will not be added to a mailing list.

Why does LESF need my personal information?

The personal information LESF collects about you, on our behalf, is used to establish an LESF membership account, to process contributions to your account, to correspond with you and to provide you with superannuation benefits and options from LESF.

If you choose not to provide your personal information, it may mean that we will not be able to provide these services to you, including some LESF benefits and options.

There are other organisations that are connected to the administration services we provide to you and which may have access to your personal information. They are:

- Mailing companies – organisations contracted to do all mailing for LESF.

- Archiving companies – organisations contracted to ensure that all documents are stored in a secure environment.
- Auditors and Regulators – organisations that ensure LESF is complying with legislation and contractual obligations.
- Insurance companies – organisations, which provide insurance cover for LESF members.

Can I see the personal information LESF has about me?

Under the National Privacy Principles, you have a right to know what information we and LESF hold about you, and you are entitled to see this information to ensure it is correct. To obtain this information, please contact LESF to ask them for your personal details. The Privacy Act gives limited circumstances in which some or all access to this information may be denied. If this applies to you, LESF will explain this to you when you ask for your information.

How can I contact LESF?

If you want further information on how LESF handles personal information, or if you want to complain about a possible breach of privacy, please contact LESF in one of the following ways:

- By phone on 1800 359 686, or
- Write to

Australian Administration Services Pty Ltd
Compliance Manager
GPO Box 1424
Brisbane Qld 4001

Or

- By e-mail at lesf@lesf.com.au
- By fax on (07) 3013 8898

If you are unsatisfied with the resolution of any complaints, you can refer the matter to the Privacy Commissioner by calling 1300 363 992.

Summary of the National Privacy Principles

LESF bound by National Privacy Principles

We will abide by the National Privacy Principles at all times.

Collecting information

We will collect personal information (where reasonable and practicable) directly from you. We may at times collect your personal information directly from your employer.

Using and sharing information

LESF will use your personal information to run a LESF account for you. This is known as a 'primary purpose'. If we need to use your personal information for another reason, or secondary purpose, like a marketing campaign, we will ask your permission to do so. If we are unable to get your permission before sending our communication, we will give you the opportunity to opt out of any future direct marketing campaigns at the time of mailing to you.

Keeping information accurate and up to date

LESF will ensure that the personal information we collect to run your LESF account is accurate and complete. We will do this by ensuring that you have the opportunity to advise changes in personal details at all times and particularly when you receive your annual LESF membership statement.

Keeping information secure

LESF will not misuse or change your information without your knowledge. We will not share your information with anyone who doesn't have authority to see your information. To make sure of this, we will regularly audit access to the systems that support LESF and make sure that other organisations we deal with for your account (for example insurance companies) have Privacy policies adhering to the National Privacy Principles.

Sensitive information

Where we collect sensitive information such as health information, we will only use it for running your LESF account. We won't use it for any other purpose or share it with anyone else without your permission.