



Privacy Policy

LETA Privacy Policy Guidelines

LETA is an ACNC registered NGO and is required to follow the Australian Privacy Principles and must have a privacy policy. Dealings between the Directors, Sahaja Yoga Councils, volunteers and practitioners and the information shared is clearly understood by all parties to be confidential.

As a not-for-profit NGO it is important to keep Director's personal information and associated communications private. This policy sets out that the information LETA-LEPA shared through email communication, meetings and through all online channels must be kept private and permission sought before it can be passed on to others as a best practice approach complying with Australian Privacy and legal obligations.

Privacy is our ability to protect our personal information including being able to control who can see or use information about us. Personal information is information about what we say, what we do and what are our views are a few examples. Personal information and views as shared via email is known as sensitive personal information.

There are strict legal requirements for organisations and those who deal with them in the management of sensitive personal information. Their communications are covered by the Australian Privacy Principles

The Privacy Act 1988 <https://www.legislation.gov.au/Details/C2014C00076> sets out requirements for collecting, storing, using and disclosing sensitive personal information. The Privacy Act 1988 also sets out additional rules and higher standards for collecting and handling sensitive personal information.

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There are criminal legal penalties for violating privacy laws and sharing without permission personally identifiable information.

The Office of the Australian Information Commissioner protects personal information by upholding Australia’s national privacy laws, resolving privacy complaints and investigating potential breaches.

<https://www.oaic.gov.au/>

Making threats via a carriage service

Under Section 474.17 of the Commonwealth Criminal Code Act, it is an offence to use a carriage service to harass, menace or cause offence to a person. This includes email, social media, online services, and internet providers.

An express or implied threat, delivered by the internet, can amount to an offence under this section.

This Privacy Policy is for Life Eternal Trust Australia incorporating Sahaja Yoga Australia “Life Eternal Trust Australia” (LETA) Life Eternal Properties Australia (LEPA) incorporating “Sahaja Yoga Australia” ABN 99 071 308 371, and our related entities appreciate that privacy is very important.

LETA/LEPA has adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers LETA/LEPA Trustees, National Coordinator, Councillors, Administration Volunteers and all Collective practitioners’ treatment of personally identifiable information that we collect or hold in all forms.

Like many other organisations, LETA/LEPA must comply with the National Privacy Principles contained in the Australian Privacy Act when dealing with personal information.

1. The information we collect

LETA will collect general information about you, such as your name, address, and contact details so LETA/LEPA can contact you. We may also collect this and other types of personal information during the course of dealing with you, for example when you wish to obtain goods or services from LETA/LEPA, when you register for conferences or events, and when you participate in LETA/LEPA Sahaja Yoga activities or complete other forms.

The information collected may include some sensitive information (as defined by the Privacy Act), such as health information or information relevant to the services or assistance you have requested from LETA/LEPA.

In the interests of security and safety, and the comfort of LETA/LEPA also operates video cameras within and around some Collective premises.

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information we may be unable to provide you with access to some of our venues and community events, or assistance you may request.

Any information collected from members of the public interested in follow up contact with LETA/LEPA – Sahaja Yoga Australia will be maintained in a secure manner and not shared with any other parties.

When members of the public interested in follow up are contacted they always have the opportunity to unsubscribe from the service and no longer receive further advice, and their request will be automatically applied to the list of contacts.

Users can generally visit the LETA/LEPA website without revealing who they are or other personal information.

LETA will not collect any personal information about visitors to the website except when they knowingly provide it.

2. How we use your information

LETA/LEPA will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy.

We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law.

Generally we will only use and disclose your personal information as follows:

1. to establish and maintain your involvement with LETA/LEPA including providing you with newsletters, announcements and general advice;
2. to provide the products or services you have requested from LETA/LEPA;
3. to answer your inquiry;
4. to register you for events, conferences or seminars;
5. to assist us to make the LETA/LEPA sites, services and events more valuable to our community;
6. for direct promotion of events or services and to keep you informed of new developments we believe may be of interest to you.
7. to third parties we have retained to assist us to operate LETA activities and provide the products or services required such as insurance, education instructors, catering and event coordinators, promotions companies, transport providers, health care providers, website hosts and IT consultants, and our professional advisers such as consultants, lawyers and accountants.

In some circumstances we may need to disclose sensitive information about you to government departments and authorities if required by law;

8. LETA/LEPA will never disclose or pass on any information or contact details relating to you to third parties for the purposes of marketing, sales or other similar activities.

3. Access to your information

You can request access to the personal information that LETA/LEPA holds about you by contacting the Sahaja Yoga National Coordinator as set out below.

We will provide you with access to your personal information unless we are legally authorised to refuse your request. There will be no charge for providing access.

If you wish to change personal information that is out of date or inaccurate at any time please contact us.

After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete, or out of date.

If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable.

We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will include a note with your personal information that you have disputed its accuracy.

4. Security

LETA will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date.

Personal information is stored in a secure server or secure files.

The Internet is not a secure method of transmitting information. Accordingly, LETA/LEPA cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information.

Videos or photos of children's faces at Sahaja Yoga venues or events will not be filmed, photographed, recorded, stored, broadcast, or distributed by social media or live broadcast in accordance with advice from HH Shri Mataji and moral and legal reasons as a long-established practice in Sahaja Yoga.

5. Changes to this Privacy Policy

LETA/LEPA may amend this Privacy Policy from time to time by having the amended version available at the information counters at our State Centres or on this website at: <http://www.leta.org.au>

We suggest that you visit our website regularly to keep up to date with any changes.

6. Contacting Us

If you would like any further information, or have any queries, problems or complaints relating to the LETA/LEPA Policy or our information handling practices in general, please contact our Trustee-Directors by email at:

life.eternal.trust.australia@gmail.com

or by writing to:

The Sahaja Yoga Trustee-Directors LETA/LEPA –

Sahaja Yoga Australia 12 Clarence Street

Burwood, NSW 2134

Australia



Signed.

Director / Trustee LETA/LEPA. Date: 30/6/2019