

Tasman FM Privacy Policy

Tasman Community Broadcasters Association Inc (Tasman FM 97.7)

Policy number	06
Approved by the Committee on	31 August 2026
Responsible person	Secretary/Public Officer
Review date	31 August 2028

What this covers

This policy explains how Tasman Community Broadcasters Association Inc (Tasman FM) collects and handles personal information about members, volunteers, presenters, sponsors, callers, people who make complaints, and visitors to the studio and website. We handle personal information in line with the Australian Privacy Principles in the Privacy Act 1988 (Cth), whether or not the Act requires us to.

What we collect and why

- **Members and volunteers:** name, contact details, membership application and subscription records, signed Code of Conduct and induction sheet, Registration to Work with Vulnerable People number and expiry, training records, emergency contact, and any reasonable adjustment requested. Used to run the station, keep the register of members, meet our licence and safety obligations, and contact you.
- **Sponsors:** business and contact details and the sponsorship agreement. Used to produce and schedule announcements and to invoice.
- **Callers and guests:** what you tell us on air is broadcast and may be kept in our program recordings. We tell callers when they are going to air, and we do not broadcast a person's private affairs without consent (Code 4.4).
- **Complaints:** the name and contact details of the person complaining, the complaint and our response, kept for at least 24 months as the Codes require, and seen only by the Complaints Officer and the Committee members dealing with it.
- **Website and social media:** the contact details you give us when you write to us. Our website host and social media platforms collect their own usage data under their own privacy policies.
- **Security camera:** a camera operates at the studio for the security of the premises and equipment, with signage displayed. Footage is viewed only if there is an incident, is not used to monitor volunteers' work, and is overwritten in the normal cycle. The camera does not record audio.

How we handle it

- We collect only what we need, directly from you where we can.

- Records are kept by the Secretary (membership and registers), the Station Manager (volunteer, training and safety records) and the Complaints Officer (complaints), in the station's filing cabinet at the studio and on the station's computers, being consolidated onto a shared Google Drive, with access limited to those roles and the Committee.
- We do not give personal information to anyone outside the station unless you agree, the law requires it (for example a request from the ACMA, the ACNC or WorkSafe), or it is needed in an emergency.
- We keep records for as long as the Constitution, the Codes and the law require (registers and financial records for seven years; complaints for at least 24 months) and then destroy or de-identify them.
- If personal information is lost or accessed without authority, the Secretary tells the Committee and the people affected, and the Committee decides what else is needed.

Your information

You can ask to see or correct the information we hold about you by contacting the Secretary at tasmanfm7184@gmail.com. We respond within 30 days. If you are unhappy with how we have handled your information, use the Complaints and Disputes Policy and Procedure; you may also contact the Office of the Australian Information Commissioner (oaic.gov.au).

Related documents

Membership Policy; Getting Involved Policy; Complaints and Disputes Policy and Procedure; Health and Safety Policy; How the Committee Works; Induction Record; Induction and Training Register (F6); Complaints and Disputes Register (F2); Community Radio Broadcasting Codes of Practice 2025 (Codes 2.2, 4.4 and 10.5); Privacy Act 1988 (Cth).