



TINGIRA AUSTRALIA ASSOCIATION

# POLICY & REGULATION GUIDE

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# POLICY & REGULATION GUIDE

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# CONTENT



## 1. PRIVACY MANAGEMENT POLICY

### INTRODUCTION

- 1.1 Why?
- 1.2 Who do I contact with?

### PRIVACY POLICY

- 2.1 What Personal Information Does TAA Collect?
- 2.2 How does TAA use Personal Information?
- 2.3 Will Your Personal Information be Given to Anyone Else?
- 2.4 Security of Personal Information
- 2.5 Access and Correction
- 2.6 Online Privacy Issues
- 2.7 Additional Privacy Information and How to Contact TAA

## 2. LOGO BRAND MANAGEMENT POLICY

### INTRODUCTION

- 1.1 Why do we need branding?
- 1.2 Who do I contact with questions?

### THE LOGOS

- 2.1 The preferred version
- 2.2 The alternative version
- 2.3 The reversed version

### LOGO USAGE

- 3.1 Colour logo minimum size
- 3.2 Clear space
- 3.3 Proportions
- 3.4 Unacceptable use of the logo

### LOGO COLOURS

- 4.1 CMYK
- 4.2 Greyscale

### TYPOGRAPHY

- 5.1 Primary typeface
- 5.2 Supporting typeface
- 5.3 Positioning typeface

## 3. SOCIAL MEDIA - ANATI BULLING & ABUSE

### INTRODUCTION

- 3.1 The outline guide



# 1. PRIVACY MANAGEMENT POLICY

## INTRODUCTION

### 1.1 Why?

TINGIRA AUSTRALIA Association (TAA) understands that privacy is important to you, and is committed to complying with the National Privacy Principles (NPPs), which are contained in the Privacy Act 1988 (Privacy Act). From 21 December 2001, the NPPs have governed how organisations in the private sector handle 'personal information' (which is basically information or an opinion which can identify you).

TAA understands that privacy is important to you, and is committed to complying with the National Privacy Principles (NPPs), which are contained in the Privacy Act 1988 (Privacy Act). From 21 December 2001, the NPPs have governed how organisations in the private sector handle 'personal information' (which is basically information or an opinion which can identify you).

This Guide has been developed to help you apply the TINGIRA AUSTRALIA administration policy correctly regarding a members right to privacy as per the laws of the NSW Government as laid down by the Department of Fair Trading under the Associations Act.

Please read it carefully, and apply the principles and guidelines in any material you prepare for the TINGIRA AUSTRALIA.

This Guide also contains helpful guidelines to answer some of the questions that are regularly asked about the logo.

### 1.2 Who do I contact with questions?

If you have any questions about this Guide, how to implement its guidelines or about approval, please direct your questions to the For information or if you have any questions regarding this policy, please contact;

Secretary

M. 0417 - 223 0401  
E . tingirasec@gmail.com W tingira.org  
W. tingira.org.au

## 2.1 What Personal Information Does TAA Collect?

TAA a naval association for former and future members of the Royal Australian Navy. The types of personal information that TAA collects will depend on the nature of your dealings with us. We may collect personal information from you when you:

- a. instruct TAA to provide you with membership application
- b. purchase a TAA Online product
- c. subscribe to a newsletter
- d. subscribe to our website (tingira.org) or to one of our mailing lists
- e. attend a TAA seminar
- f. have business dealings with us (*whether as one of our suppliers, or as a regulator we deal with, or in the context of a transaction*)
- g. apply or register your interest for volunteer employment

If you are a member or someone who subscribes to our website or our mailing lists, the personal information we will collect from you will usually include your name, title, business address and e-mail address and contact numbers (telephone, fax, mobile). If necessary for the purposes of providing advice to you, or for providing you with other information (such as email updates) sometimes we may collect other personal information from you, such as the areas of our practice which you are interested in. However, we do not collect personal information that we do not need.

If you are one of TAA's 'business contacts' (e.g. a contact person in one of our suppliers, or in a government agency or company with which we deal), we may collect basic business contact information from you (e.g. your name, title and work contact details). Generally, TAA will not ask to collect sensitive information about you (such as details of your race, political beliefs, religion or health).

## 2.2 How does TAA use Personal Information?

We need to collect personal information so that we can provide our products and services, and conduct our business. We also collect personal information so that we can communicate new legal or firm developments to our clients and to our people who have subscribed to our website or mailing lists.

For example, if you are a client, or someone who has subscribed to our website, personal information about you may be used to notify you of upcoming events and to provide you with information news about our association. If, at any time, you do not wish to receive these kinds of communications, please let us know. Our contact details are set out at the end of this Privacy Policy. TAA's policy is only to use personal information collected from business contacts for the business purpose for which it was collected.

## 2.3 Will Your Personal Information be Given to Anyone Else?

TAA does not sell, rent or trade personal information about you to or with third parties. Personal information may be disclosed outside of TAA in the circumstances described below:

- a. Disclosures to external service providers - TAA may disclose personal information to external service providers who help us operate our business. Examples of our external service providers include companies who provide third party products with delivery from their premise direct to your address.

If TAA engages external service providers, TAA takes steps to ensure that those external service providers:

- b. comply with the NPPs when they handle personal information about you (regardless of whether they are a small business, and would otherwise be exempt from the new privacy laws)
- c. are authorised only to use personal information for the limited purposes specified in our agreement with them.
- d. disclosures required or permitted by law - Otherwise, TAA will only disclose personal information if this is required by law or permitted under the Privacy Act. TAA is also bound by professional obligations of confidentiality, including in relation to personal information.

## **2.4 Security of Personal Information**

TAA takes reasonable steps to ensure the security of your personal information. Our premises are in a secure building with access restricted to pass tag holders. We frequently update our anti-virus software in order to protect our systems (and the data contained in those systems) from computer viruses. In addition, all TAA volunteers are required, as a condition of service, to treat personal information held by TAA as confidential.

## **2.5 Access and Correction**

Under the Privacy Act, you have the right to seek access to your personal information handled by TAA. You also have the right to ask us to update or correct your personal information when it is inaccurate, incomplete or out of date.

If you wish to access the personal information that TAA holds about you, please set out your request in writing, and forward this to our Association Secretary, using the contact details set out at the end of this Privacy Policy.

To provide you with access to your personal information held by us on our current records, TAA can provide you with a copy of the relevant personal information (ordinarily, an electronic print-out or a photocopy). TAA will not charge you for the cost of providing this type of access to these current records.

For legal and administrative reasons, TAA may also archive non current records containing personal information, such as back up data files and off site storage. Please note that if we do provide access to old records, we may charge you for the cost of providing such access.

## **2.6 Online Privacy Issues**

As stated above, sometimes we collect personal information through our website (if you subscribe). This will be limited to your name, email address, telephone number and business contact details, such as your company name and your job title.

We also use cookies to maintain user sessions (e.g. if you subscribe to the site to gain access to a publication, we use cookies so when you next visit you do not need to re-enter your details). Like most web site providers, we generate statistics about how many people visit our site and what they look at. We use web logs and cookies to do this. This enables us to keep our site relevant and useful. However, generally this information will not identify you.

Most web browsers are set by default to accept cookies. However, if you do not wish to receive cookies you may set your browser to either prompt or refuse cookies. Sometimes our web site contains links to other web sites, for your convenience and information. When you access a web site other than [www.tingira.org](http://www.tingira.org), please understand that TAA is not responsible for the privacy practices of that site. We suggest that you review the privacy policies of each site you visit.

## **2.7. Additional Privacy Information and How to Contact TAA**

This TAA Privacy Policy may change from time to time. The TAA Privacy Policy will be made available to anyone who requests it, whether at our offices or by use of our website.

## 2. LOGO BRAND MANAGEMENT

### POLICY INTRODUCTION

Welcome to the TINGIRA AUSTRALIA Logo Brand Management Policy Guide. This Guide has been developed to help you apply the TINGIRA AUSTRALIA identity correctly.

#### **1.1 WHY DO WE NEED BRANDING?**

It is important to present a single unified identity within the TINGIRA AUSTRALIA and to the wider community.

By presenting the TINGIRA AUSTRALIA in a professional and consistent manner at all times, it tells people that we are a cohesive and recognisable organisation. When used consistently and correctly, the TINGIRA AUSTRALIA logo and its associated elements will support and strengthen its identity in the eyes of our organisation. A co-ordinated approach to managing the TINGIRA AUSTRALIA identity is advantageous because such an approach assists in the marketing of the brand.

This Policy Guide has been developed to help you understand how the TINGIRA AUSTRALIA logo and brand is to be used.

Please read it carefully, and apply the principles and guidelines in any material you prepare for the TINGIRA AUSTRALIA.

This Guide also contains helpful guidelines to answer some of the questions that are regularly asked about the logo.

#### **1.2 WHO DO I CONTACT WITH QUESTIONS?**

If you have any questions about this Guide, how to implement its guidelines or about approval, please direct your questions to the Secretary. For information or if you have any questions regarding this policy, please contact;

Secretary

M. 0417 - 223 0401  
E . [tingirasec@gmail.com](mailto:tingirasec@gmail.com) W [tingira.org](http://tingira.org)  
W. [tingira.org.au](http://tingira.org.au)



# THE LOGOS

## 2.1 THE PREFERRED VERSION

The logo must only be used in the configurations and colours shown on these and following pages.

The TINGIRA AUSTRALIA logo may NOT be redrawn or altered under any circumstances. If you have any doubts about your use of the logo, contact the Secretary at TINGIRA AUSTRALIA.



## TINGIRA AUSTRALIA

Colour - CMYK only

Special Logo

### “Boys to Men”

To be used in content of promoting anything TINGIRA and as a page filler for empty space. Can also be used in lighter shades at 50 to 10%.

This is the preferred logos. Always use this version of the logo unless space or colour restrictions require otherwise. Use the greyscale or mono versions of the logo (see below) where colour reproduction is not available.

## 2.2 THE ALTERNATIVE VERSION

Use the greyscale or mono versions of the logo where colour reproduction is not available.



Greyscale Mono Reverse

## 2.3 THE REVERSED VERSION

In rare circumstances the logo may need to appear in print where none of the approved colours are available, for instance in a publication which is printed entirely in a single colour such as black. Under these circumstances the reversed version is to be used.

# LOGO USAGE

## 3.1 COLOUR LOGO MINIMUM SIZE

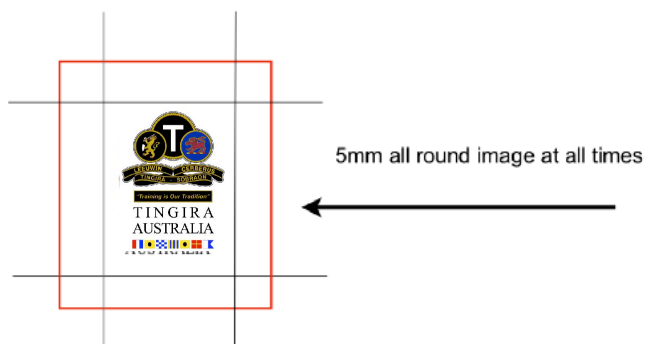
The preferred logo should never be reproduced smaller than 20mm in width, because the detail and positioning type are difficult to successfully reproduce below this size.



TINGIRA AUSTRALIA  
20mm

## 3.2 CLEAR SPACE

The preferred logo must always maintain a suitable amount of clear space around it. Allow a space roughly equivalent to one quarter of the width of the logo at whatever size it is used.



## 3.3 PROPORTIONS

5mm all round image at all times

The logo must not be squashed or stretched from its correct proportions.

## 3.4 UNACCEPTABLE USE OF THE LOGO

The icons and word mark may not be shifted relative to each other. It is not permissible to alter any elements of the logo, such as substituting another font for the word mark or changing the colour of the icons. Shadowing or borders may not be used to surround the logo.

# LOGO COLOURS

The logo consists of several colours. The logo is designed to be reproduced primarily in CMYK/colour format.

## 4.1 CMYK



## 4.2 GREYSCALE

The greyscale version of the logo consists of tints of black as well as 100% black.



# TYPOGRAPHY

## 5.1 PRIMARY TYPEFACE

- There is only one primary typeface to use for allTingira Australia work.
- This typeface in TIMES NEW ROMAN.
- This typeface is to be as capital letters only when used for headings, subheading or major information lines. Spacing between each letter to be at 5% at all times.
- Not to be used any smaller than 12 point size.
- The TIMES NEW ROMAN typeface is shown below.

**TIMES NEW ROMAN**  
ABCDEFGHIJKLMNOPQRSTUVWXYZ

## 5.2 SUPPORTING TYPEFACE

- The supporting typeface ARIAL is to be used as the body text style.
- Not to be used any smaller than 8 point size.
- Not to be used any larger than 12 point size.
- Normal size to be used as 10 point size.
- The typeface is shown below.

**aerial**  
abcdefghijklmnopqrtsuvwxyz

## 5.3 POSITIONING TYPEFACE

As per the logo in line with the crest, text to be same ratio in line with crest box.



← Bottom line AUSTRALIA to be same ratio to fit under TINGIRA



↑ Text to line up with base box on crest

### 3. SOCIAL MEDIA - ANTI BULLING & ABUSE POLICY

#### INTRODUCTION

**3.1** The outline guide - Anti Bullying Policy that members will not engage in any form of bullying or anti social behaviour towards fellow members and or permanent or part time staff of the Tingira Australia Association, and towards the association itself.

**3.2** Member must recognise that any verbal, and written communications, including, but not limited to the use of social media, could constitute bullying if used and interpreted in an aggressive, intimidatory and malicious fashion. This would include:

- a. Aggressive or intimidating conduct
- b. Belittling or humiliating comments
- c. Spreading malicious rumours or embellishments
- d. Teasing, practical jokes or 'initiation ceremonies'
- e. Unreasonable exclusion from Tingira-related events
- f. Displaying offensive material
- g. Pressure to behave in an inappropriate manner
- h. Unreasonable volunteer expectations, including too much or too little work, or work below or beyond a volunteer's skill level
- i. Threatening social media exposure to force a point of view or opinion
- j. Badgering to force a view or opinion

**3.3** Members in breach of this anti bullying and abuse policy, with the right to explain their actions, will be withdrawn from the Tingira membership by power of the Executive Committee.

# ENDS POLICY

Document prepared  
Secretary, Mark Lee

Approved - Document Update Motion  
Committee Meeting  
Circular Motion  
June 2020