

ACA DISCLAIMER AND PRIVACY POLICY

Your privacy is important

This statement outlines the Australasian Corrosion Association's ("**ACA**") policy on how the ACA uses and manages personal information provided to or collected by it.

The ACA is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

The ACA may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the ACA's operations and practices and to make sure it remains appropriate to the changing business environment.

What is personal information?

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- a) whether the information or opinion is true or not; and
- b) whether the information or opinion is recorded in a material form or not.

Sensitive information is a special category of personal information. Sensitive information means:

- a) information or an opinion about an individual's (i) racial or ethnic origin, (ii) political opinions, (iii) membership of a political association, (iv) religious beliefs or affiliations, (v) philosophical beliefs, (vi) membership of a professional or trade association, (vii) membership of a trade union, (viii) sexual orientation or practices, (ix) criminal record, that is also personal information;
- b) health information about an individual,
- c) genetic information about an individual that is not otherwise health information;
- d) biometric information that is to be used for the purpose of automated biometric verification or biometric identification, or
- e) biometric templates.

What kind of personal information does the ACA collect and how does the ACA collect it?

The type of personal information that ACA collects and holds will depend on the nature of your involvement with our organisation. The type of information the ACA collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- the personal details including name, address, phone, email, name of employer and employment position in relation to members; and
- details about your qualifications and employment history.

Whilst you are not required to provide the personal information and/or sensitive information requested by ACA, if you choose not to provide information as requested, it may not be practicable for ACA to service your needs.

Personal information you provide:

ACA will wherever practicable collect personal information directly from the owner of the personal information.

The ACA will generally collect personal information by way of membership forms completed or from attendees at ACA events or other industry events or training programs. Your information may be provided to us by your industry association where you have given consent to that industry association to share that information.

Personal information provided by other people:

In some circumstances the ACA may be provided with personal information about an individual from a third party, for example information from an employer about an employee.

How will the ACA use the personal information you provide?

The ACA will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Purposes of collection:

In relation to personal information of members and others who we interact with, the ACA's primary purposes of collection are to enable the provision of member services and the delivery of training to attendees at our training sessions.

The purposes for which the ACA uses personal information include, but are not limited to:

- to keep members and attendees informed about matters relating to industry and corrosion science and technology;
- the day to day administration in relation to events;
- to offer member services and to provide member services; and
- communicating and sharing information and knowledge with you including via our publications and newsletters.

Job applicants, staff members and contractors:

In relation to personal information of job applicants, staff members and contractors, the ACA's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the ACA uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the ACA;
- to satisfy the ACA's legal obligations, for example, in relation to legislative requirements.

Where the ACA receives unsolicited job applications these will usually be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

In relation to employee records:

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the ACA's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the ACA and employee.

Volunteers:

The ACA also obtains personal information about volunteers who assist the ACA in its functions or who conduct associated activities, to enable the ACA and the volunteers to work together.

Marketing and fundraising:

From time to time you will be contacted in relation to marketing initiatives. When you are a member of the ACA, your membership detail will be provided to the ACA and will be collected by staff and any person on the branch committees. If you have attended an event with us, then your information will be provided to any person on the branch committee, and placed on a delegate list, which will be provided to all delegates. All delegates will have the ability to opt out of their contact details being put into a delegate contact list which will also be provided to any participants at an event.

Who might the ACA disclose personal information to?

The ACA may disclose personal information, including sensitive information, held about an individual to persons such as:

- other delegates at a conference unless you have opted out of being on the delegate contact list;
- any person on the branch committee where you have attended an event in that area;
- anyone you tell us we can disclose information to; and
- people or organisations to whom we are obliged to disclose your information by law.

Sending information overseas:

The ACA may send personal information overseas (including New Zealand). The ACA will, subject to the rest of this paragraph, not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

We do use overseas providers of IT services including servers and cloud services. In such circumstances, ACA will take reasonable steps to ensure the overseas recipient complies with the Australian Privacy Principles.

Management and security of personal information

The ACA has in place steps to protect the personal information the ACA holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

When you use our website, having your cookies enabled will allow us to maintain the continuity of your browsing session and remember your details when you return. We may also use web beacons, Flash local stored objects and JavaScript. If you adjust your browser settings to block, reject or delete these functions, the webpage may not function in an optimal manner. We may also collect information about your IP address, although this may not identify you.

Updating personal information

The ACA endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the ACA by contacting the Assistant to the Executive Officer of the ACA at any time.

The Australian Privacy Principles and the Health Privacy Principles require the ACA not to store personal information longer than necessary.

You have the right to check what personal information the ACA holds about you.

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the ACA holds about them and to advise the ACA of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation.

To make a request to access any information the ACA holds about you, please contact the Executive Officer in writing.

The ACA may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, the ACA may charge a fee to retrieve and copy any material. If the information sought is extensive, the ACA will advise the likely cost in advance.

We will be entitled in some circumstances to refuse access and if we do so, we will consider whether a mutually agreed intermediary will allow sufficient access to meet your needs and ours.

The ACA may require you to verify your identity and specify what information you require. The ACA may charge a fee for access and will advise the likely cost in advance.

How long will the ACA keep my information?

Under our destruction and de-identification policies, your personal information that is no longer required will be de-identified or destroyed. In many circumstances, however it will be kept for marketing purposes.

In the event of a data breach

As required by the privacy laws, ACA also has a Data Breach Response Plan, to manage its legal obligations and response to any data breach (including an “eligible data breach” within the meaning of the privacy laws. The Data Breach Response Plan establishes a

response team, led by the Executive Officer, and provides a process for investigation and, if required, notification of any “eligible data breach” to the Office of the Australian Information Commissioner.

Enquiries and privacy complaints

If you would like further information about the way the ACA manages the personal information it holds, please contact the Executive Officer. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Executive Officer who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns we will meet with you, including over Skype where geography does not allow a face to face meeting, to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting then you can refer your complaint to the Office of the Australian Information Commissioner via:

- email: enquiries@oaic.gov.au
- tel: 1300 363 992

Policy History and Version Control

Version	Reviewed By	Review Date	Approved By	Date Approved
1.0			Board	29 th August 2015
1.1	Audit, Finance & Risk Committee	17 th October 2017	Board	11 th November 2017