

IAATI, Australasian Branch

Privacy Policy

1. Your Privacy is important to us.

The Australasian Branch of IAATI (The Branch) has created this Privacy Policy in order to demonstrate its firm commitment to privacy and compliance with the Privacy Amendment Act 2000

The Branch reserves the right to modify this Privacy Policy at any time. If it is changed, the changes will be posted on Branch website so that you are always aware of the sort of information collected, how the information may be used, and under what circumstances it may be disclosed by The Institute.

If at any time IAATI is required by law to release information about you or your organisation, The Branch must cooperate fully.

2. What sort of information does the Australasian Branch of IAATI collect?

The type of information the Branch collects and holds includes (but is not limited to) personal information about:

- Members' official and preferred names, titles, private and business address details, telephone and facsimile contact details both private and business, email address;
- Members' occupation, employer, skills, areas of practise, details of any branch disciplinary action;
- Financial details including credit card numbers (re membership, seminar, merchandise payments), financial status of membership and details of Training Seminar attended.

3. How do we collect your personal information

The Branch collects personal information about you in the following ways:

- When you apply to become a member, register for a Training Seminar, request certain services or products, or otherwise contact or do business with the Institute.
- Other personal information may be collected telephone calls, faxes, e-mails, letters sent by students, members and other contacts of the branch and from renewal forms.

4. What happens if you do not provide the information?

If you do not provide the personal information required, you may not be able to become a member or you may not be able to receive the information or service you requested by the method you have requested.

5. How we use your personal information

We will use personal information we collect for the primary purpose for which it is collected and for such other secondary purposes that are related to the primary purpose and are reasonably expected, or for which consent has been given. For example, we may use the information you provide us to:

- Process your membership application, process your membership renewal, update your details and profile information or fulfil an order or request for information.
- Send you information on relevant IAATI services, training and events.

- Send your membership renewal, APB magazine, voting papers or other information required under the Charter or By-laws.
- Communicate with you on any issues relevant to your membership or transactions with the Branch.

We may also use your personal information for purposes related or ancillary to the main reason we collect it, such as:

- Internal accounting and administration
- Regulatory reporting and compliance

If at any time you receive material that you do not wish to receive, please see “Correcting and Updating Your Personal Information” below.

6. Who does the Branch disclose personal information to?

The Branch will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you without your consent.

- The Branch will confirm current and historical membership status of IAATI to members of the public, employers, other professional bodies.
- The Institute will disclose your name, title, employer, phone number, facsimile or email business to other IAATI members (including members of other IAATI Branches and Chapters). If you do not wish this information to be disclosed please advise the Branch.
- The Institute will provide only such information as is required to suppliers and business partners to enable a particular service to be fulfilled (eg distribution companies for the mailing of APB, Seminar coordinators, etc.)
- The Association develops aggregate (i.e. not individual) reports, which incorporate some of the Information. The reports are for use by our business partners or by the Association to review statistics or analyse trends. However, these reports do not include any personally identifiable information.

7. How will the Branch keep your personal information secure?

The Branch protects any personal information that we hold about you from misuse and loss. We protect your privacy by restricting access to your personal information to those authorised office bearers who need it, either to process information or to provide you with services.

Your personal information may be stored in hardcopy documents, as electronic data, or in our software or systems. We maintain security over our paper and electronic data stores and premises.

IAATI will keep your information for as long as it is need to provide you with the products and services that you have requested from us. We will take reasonable steps to destroy or permanently de-identify personal information when we no longer need it.

8. Correcting and updating your personal information.

If we have accurate personal information about you, it enables us to provide you with the best possible service. We take reasonable steps to ensure that your personal information is accurate, complete and up-to-date whenever we collect or use it. If you find that current personal information we hold about you is incorrect, incomplete or out of date please contact us immediately.

The Branch gives you the following options for accessing and modifying personal information previously provided:

- You may gain access to personal information that the Association has collected about you, by contacting the person named below. We will not charge you for responding to such a request.
- You can change or update personal information online (www.iaati.org) or you can also advise of changes via telephone, fax, email or letter.
- Each year members are invited to update their personal information when they renew their membership.

9. Your privacy when visiting the Australasian Branch website

When you visit the website of the Australasian Branch of IAATI (www.iaatiaus.org), we may make a record of your visit and record or log some or all of the following information for statistical purposes:

- Your server or IP address (the name or number which uniquely identifies the computer through which you are connected to the Internet);
- The address of the referring site;
- The date and time of your visit;
- Your top level domain name (eg .gov., .org., .uk, .au etc.)
- The address of the pages access and the documents you downloaded;
- The type of browser that you used.

No attempt will be made to identify individual users or their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect our Internet Service Provider's logs.

Some web sites use 'cookies' to record information about an individual access to a site. This site does not use cookies to gather personal information about users.

Your email address will only be recorded if you send us a message. It will only be used for the purpose for which you have provided it and it will not be added to a mailing list, nor disclosed, without your consent.

There are risks associated with the use of the Internet for the transmission of information. If we use electronic forms to collect information, we will provide you with optional alternative means of providing it, such as a mailing address or telephone contact number.

10. Contacting the Branch:

If you have any questions or complaints about this Privacy Policy, you should contact:

**Executive Director
IAATI, Australasian Branch
PO Box 919
Beenleigh QLD 4027**