

ACiA Privacy Policy

Consistent with the Privacy Act (1988) and the Privacy Amendment (Private Sector) Act 2000, the Attendant Care Industry Association of NSW Inc (ACiA) will:

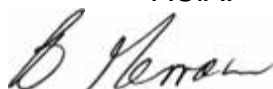
- only collect information it requires to meet the association's goals and
- only use information collected from member organisations for the stated purpose and
- take all reasonable steps to protect the security of the organisational information that is held. This includes appropriate measures to protect electronic materials and material stored and generated in hard copy.
Only the ACiA Executive Officer (EO) will have access to individual member information

ACiA

- will use Organisation Contact Details to:
 - process applications and renewals and update membership details and profile information
 - directly contact members to provide information on topics considered of interest to members
 - ensure compliance with the Associations Constitution
 - process payments
 - provide members with access to and information about current and future member benefits
- may use Organisation Contact Details to:
 - conduct market research in order to identify and analyse the ongoing needs of Association members
 - conduct research
- will use Organisation Service Details to provide ACiA's Committee of Management (COM) with a more comprehensive understanding of member organisations and the services they provide. However, this information will be provided by the EO in **aggregated form only** to the COM
- will use Organisation Certification/Accreditation Details to provide ACiA's COM with a more comprehensive understanding of the quality systems in place in member organisations. This information will be provided by the EO in aggregated form only
- may inform relevant parties (such as funding bodies) if requested if:
 - an organisation is a member of ACiA
 - an organisation has gained ACiA Quality Certification (note this information will also be placed on the ACiA website)
- may disclose organisation information if ACiA is required to by law, by court order or to investigate suspected fraud or other unlawful activity

ACiA will not, apart from the purposes stated above,

- release any individual member information to anyone inside or outside ACiA.



ACiA President