



Aged & Community Services Australia (ACSA) Privacy Policy

ACSA is committed to protecting the privacy of personal information, in line with the *Privacy Act 1988* (Cth) and the 10 National Privacy Principles (NPPs) as introduced by way of the *Privacy Amendment (Private Sector) Act 2000* (Cth). Although not required to do so by law, ACSA will take all reasonable steps to comply with the *Privacy Act 1988* (Cth) and the NPPs to protect the privacy of any information ACSA may hold. All people working with and for ACSA are required to be familiar, and comply with the obligations set out in this, ACSA's Privacy Policy .

What information does ACSA collect?

ACSA may collect business and personal information as part of its normal advocacy and representation, and business operations, including: name, position, organisation, ABN/ACN (where applicable) postal and business address, phone and fax numbers, email address. In some circumstances, for example, where an individual or business is purchasing a product from ACSA or paying a fee to ACSA, credit card details or bank details may also be collected.

Why does ACSA collect this information and how is it used?

ACSA may collect and hold business and personal information for a number of reasons and uses including, but not limited to the following:

- The provision of advice, materials (including newsletters) and/or resources to ACSA's State Associations, their members, ACSA's National Partners, Corporate Supporters, Friends of ACSA and anyone else who might request such advice, materials and/or resources.
- To advise ACSA's State Associations, their members, ACSA's National Partners, Corporate Supporters, Friends of ACSA and anyone else who might request such information of ACSA's products and services including conferences.
- The sale of ACSA products, including but not limited to: books, journals, manuals and e-learning courses.
- The administration of general business activities, including but not limited to: recruitment, and the payment and/or billing of accounts.
- If you attend an ACSA Conference, the (optional) publication of your details in a "delegate listing" which is made available to other conference delegates, trade exhibitors and sponsors.

Use and disclosure of personal information.

ACSA will take all reasonable steps to keep any and all information collected strictly confidential. Personal information will not be revealed, sold, distributed, rented, licensed, shared or passed on to any third party unless consent (whether express or implied) has been granted by the individual or organisation, or ACSA is required to do so by law.