

ASBESTOS AND HAZARDOUS MATERIALS CONSULTANTS ASSOCIATION

CONFIDENTIAL INFORMATION POLICY

1 Objective:

The aim of this Policy is to establish the principals by which the Asbestos and Hazardous-Materials Consultants Association (AHCA) manages business and personal information. This policy applies to all personnel, members and committee members of the AHCA and governs the manner in which private and confidential information of the organisations and people with whom AHCA deals, is gathered or obtained, used and securely stored. This policy conforms to the National Privacy Principles in the Privacy Act 1988.

2 Definitions:

Term:	Definition:
AHCA	Asbestos and Hazardous-Materials Consultants Association (NSW) Incorporated.
Member	A consultant firm or individual professional which has been admitted as a member of the association.
Personal Information	When we refer to personal information we mean information or an opinion about an identified individual, or an individual who is reasonably identifiable (regardless of whether the information or opinion is true or not, or recorded in a material form or not).
Sensitive Information	The personal information we collect about you may also include sensitive information. Sensitive information includes information relating to your racial or ethnic origin, political persuasion, memberships in trade or professional associations or trade unions, sexual preferences, criminal record or health. We will only collect and hold sensitive information about you with your consent, and only if we consider it reasonably necessary.

3 Principals

AHCA is committed to protecting the privacy and confidential information of its members, in the way we collect, store and use information about them. AHCA will not disclose any personal or confidential information about members except in accordance with the law and this policy.

4 Why we collect personal and confidential information

AHCA does not trade personal data for commercial purposes and will only disclose it, if it is required by law; it is necessary to fulfil our contract with you, or it is with your consent.

4.1 General

AHCA collects personal and confidential information under the assumption that organisations or individuals who join the Association as a subscribing member would expect to receive communications such as a membership magazine, member newsletters and the promotion of events/training which support the member, as they are considered professionally relevant, or align with the Associations mission, strategic or objectives. These communications are sent to members based on there being a legitimate interest for the member, the Association and the profession.



If you are a member and book an event, then we will use the information stored in your membership record in order to manage your booking. We will also capture additional information, such as your dietary requirements.

This information is required in order to administer the event, and is stored on the cloud based system. We do not store customer credit card details either in this system or elsewhere.

If you are a speaker/presenter at an event, we will publicly promote your involvement via LinkedIn, emails and our Website to our supporters. This data may continue to be processed by those platform providers after the event has ended.

Members are able to update their communication preference through the AHCA Secretary at any time. This includes opting in and out of different types of communication, stating whether they would like print or electronic, along with updating their personal information.

4.2 Membership Application

If you apply for AHCA membership, we will only use the information you give us to process your application and to monitor membership statistics. If we want to disclose information to someone outside AHCA - for example, if we need a reference, we will make sure we tell you beforehand.

If you are successful in your application, we will hold your personal information for the time you are a member of the Association. We keep de-personalised statistical information about applicants to develop our membership processes, but this does not contain any information that could be used to identify individual applicants.

If you decide to cancel your membership, we will keep this document / file for a period of 12 months subsequent to deleting / destroying said file.

4.3 Website Visits

The AHCA website uses Web Analytics (WA) to track site user interaction. Our website has WA code installed on our site which creates one or more text files on your computer (called a "cookie"). The cookies contain an ID number which is used to uniquely identify your browser and track each site you visit that has WA enabled.

We use this data to determine the number of people using our site and to better understand how they find and use our web pages. With this information, we can continually improve the information that we provide on our site. We can also use it to increase the number of new people finding our site.

Web analytics stores the following data:

- Time of visit, pages visited, and time spent on each page of the webpages.
- Interactions with site-specific widgets.
- Referring site details (such as the URL a user came through to arrive at this site).
- Type of web browser.
- Type of operating system (OS).
- Flash version, JavaScript support, screen resolution, and screen colour processing ability.
- Network location and IP address.
- Document downloads.
- Clicks on links leading to external websites.
- Errors when users fill out forms.
- Clicks on videos.
- Scroll depth.



You have the right to object to this tracking and to stop it happening. If you are uncomfortable with this tracking, you can take the following actions:

- Use a tracking-blocker, such as Privacy Badger.
- Clear cookies after every browsing session.
- Install the Google Analytics opt-out extension.

5 How we will protect the information

Personal and confidential information relating to organisations and individual members is stored on a cloud based system. We do not store customer debit/credit card details either in this system or elsewhere.

6 Disclosure of personal and confidential information

There will be occasions where AHCA uses third party suppliers in order to provide membership benefits, and in doing so will share the minimum amount of personal data necessary to fulfil the member benefit. This is done on the understanding that that the data processors only use the information for this purpose.

There are occasions where AHCA uses third party suppliers in order to support the management of a conference, and in doing so will share the minimum amount of personal data necessary to do this. This is done on the understanding that the data processors only use the information for this purpose. Lists of delegates are also provided to Exhibitors and identification badges, although this is never more than your name and company.

7 Access and correction

The AHCA will provide you with access to the personal information it holds about you. You may request access to any of the personal information we hold about you at any time. There may be situations where we are not required to provide you with access to your personal information, for example, if the information relates to existing or anticipated legal proceedings, or if your request is vexatious.

An explanation will be provided to you if we deny you access to the personal information we hold about you. If any of the personal information we hold about you is incorrect, inaccurate or out of date you may request that we correct the information. If appropriate we will correct the personal information at the time of the request otherwise, we will provide an initial response to you within seven days of receiving your request. Where reasonable, and after our investigation, we will provide you with details about whether we have corrected the personal information within 30 days.

If we refuse to correct personal information we will provide you with our reasons for not correcting the information.

8 Complaints

Please do not hesitate to contact us if you have a concern or issue in relation to how we collect, store, use or disclose your personal information. If your concern relates to your AHCA membership please contact us by email to membership@AHCA.com.au or call or mail us at the following address:

Asbestos & Hazardous Materials Consultants Association

www.ahca.org.au

