



ANFWDC PRIVACY POLICY

We value your privacy and understand the importance of maintaining confidentiality. We adhere to the *Privacy Act 1988*, as amended by the *Privacy Amendment (Private Sector) Act 2000* and have a firm commitment to protecting your privacy.

Our Privacy Policy outlines our information handling practices, covering issues such as:

- collection of your personal information
- use and disclosure of your personal information
- direct marketing
- our duty of confidentiality
- your consent
- quality of your personal information
- access to your personal information
- security of your personal information
- how to contact us

Collection of your personal information

Generally, we collect personal information directly from you, for example, when you deal with us in person, over the telephone or via our website. The nature of personal information collected and maintained by us generally comprises information such as your name, address, contact details (including telephone, fax and email) and place of work.

Use and disclosure of your personal information

Your personal information is collected for the purposes of establishing and maintaining our data records and to service our relationship with you and our members. We may use your personal information to facilitate these purposes and for related purposes such as:

- internal administration; and
- to assist us to identify and inform you of activities conducted by us that may be of interest to you.

We will use reasonable endeavours to prevent the disclosure of your personal information except to the extent:

- indicated at the time you supply information to us;

- expressly permitted under any agreement with you;
- required for performance by us of our activities for you;
- required under compulsion of law or provided in cooperation with any government authority; or
- where it is already publicly available or it is disclosed by us in a manner that does not readily permit identification of information relating to you.

We undertake not to sell, rent or trade your personal information to any individual or entity outside the ANFWDC. Your personal information may be shared among the entities operated by the ANFWDC, unless you tell us otherwise.

Quality of Your Personal Information

We will use reasonable endeavours to ensure that the information held is accurate and update our records at the earliest opportunity following notification of any errors or changes.

Access to Your Personal Information

On request, you may access personal information collected and held by us. Further, if you believe that your personal information is not accurate or complete, you may request that we make the necessary corrections, additions or deletions. In order to do so, we ask that you put your request in writing. We will endeavour to respond to your request within seven days.

Security of your Personal Information

The personal information will be held in a secure manor with access limited to the officers and employees of the ANFWDC.

How to Contact Us

Should you wish to discuss any aspect of this statement, or would like more information on our approach to privacy, please do not hesitate to contact us as follows:

- Email us at secretary@anfwdc.asn.au
- Provide feedback via our website at www.anfwdc.asn.au
- Write to us at:

Australian National Four Wheel Drive Council,
PO Box 79
Canberra, ACT 2601