

PRIVACY POLICY

1. PURPOSE

The purpose of this policy is to communicate clearly the personal information handling practices of AAQHC, in accordance with relevant legislation. AAQHC is committed to ensuring the privacy of individuals. AAQHS complies with the following:

- Australian Privacy Principles: Australian Privacy Act 1988, Privacy Amendment (Private Sector) Act 2001

2. USE OF PERSONAL INFORMATION

Personal information provided to AAQHC is used for the purpose of administering the membership base of the Association, to analyse demographic and other information and for communication with its members. Such information is accessible at any time to the individual to whom it relates via the Association's website and is protected by user name and password provided by that person. Such user name, password and contact details can be updated at any time by the respective member.

Under no circumstances will the personal information provided by the member be made available to any other person or organisation without the individual's prior consent. AAQHC does not produce a membership directory nor will it rent, sell or otherwise make available a list of members to any member, other person or organisation with the exception of the Secretariat, Council members and VHQA committee (for Vic members only) for the specific purpose of administration of the association(s) affairs. The exception to this is where we may be required by law to disclose certain information.

2. RECORDING OF PERSONAL BANKING DETAILS

Unencrypted credit card information is NOT stored by AAQHC. When you provide your credit card details for the payment of membership fees or other AAQHC services, these payments are processed using the PayPal secure, encrypted system.

Where individuals provide us with credit card details by filling out a form and faxing or emailing the form to the Secretariat office, that form is held under lock and key until such time as it is no longer required by law at which stage it is destroyed by shredding.

3. PROTECTION AND SECURITY OF INFORMATION

We take reasonable steps to protect all information we hold (including your personal information) from misuse, loss, unauthorized access, modification or disclosure. AAQHC will not retain personal information of any person for longer than necessary.

4. YOUR RIGHT TO ACCESS INFORMATION WE HOLD ABOUT YOU

We will, on written request, provide you with access to any information that we have collected about you. If you have any concerns about AAQHC's handling of personal information, or wish to gain access to this information you should contact us at aaqhc@aaqhc.org.au .