



## Australian College of Ambulance Professionals Ltd.

### **Privacy Policy**

The following statement sets out the Colleges policy relating to the collection, storage and use of personal information.

Our purpose is to assure anyone who does business with us that the College will comply with both the letter and the spirit of the National Privacy Principles (Extracted from the *Privacy Amendment (Private Sector) Act 2000*).

If you wish to access the NPP's, use the link below, or contact the College Privacy Officer for a copy.

<http://www.privacy.gov.au/publications/npps01.html>

Please note:

“The Office of the Federal Privacy Commissioner (OFPC) grants you permission to:

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#### **Compliance with Privacy Legislation**

The College takes seriously its obligation to safeguard personal information about its customers (members), suppliers and contractors. The College complies with the national Privacy Principles (NPP's) in the Privacy Act 2000.

## **1. Collection of Personal Information**

Personal information is generally defined as information or an opinion that can identify a person. The type of personal information that the College may collect from you will depend upon what dealings you have with the College. We collect information from you directly and from your use of our services.

## **2. Use and Disclosure of Personal Information**

In general our policy is that we only use or disclose personal information for the purpose which it was either specified or reasonably apparent at the time we collected it. We may also use or disclose it for any other related purpose for which you would reasonably expect it to be used.

If the College wishes to use or disclose the personal information in other circumstances it will obtain your consent to do so, other than in exceptional circumstances such as:

- where the College believes it is necessary to protect any person and/or the College's rights or property, or
- the use is authorised by law or is reasonably necessary to enforce the law.

## **3. Sharing information with other organisations**

The College will not sell your personal information to other companies or organisations. The only circumstances in which external organisations may be given access to your personal information are when contractors or service providers are helping us to operate our business or provide a service to you. We require those organisations to agree to our Privacy Policy and to strict conditions governing how the information may be used.

## **4. Marketing**

The College will only send advertising material to you if:

- you have indicated your consent to receive such material;
- where the advertising is related to the purpose for which the information was collected, or
- if it would be within an individual's expectations to receive such material.

If you no longer wish to receive promotional information from the College please advise the College Privacy Officer. You will need to allow 30 days to amend our records.

## **5. Privacy Officer**

The College Privacy Officer is the National Secretary.

## **Policy adopted 210603**