

The Australian Forest Contractors Association (AFCA) is committed to ensuring the lawful management of personal information.

AFCA have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act) which govern the way AFCA collect, use, disclose, store, secure and dispose of personal information. A copy of the APPs can be found [here](#).

## Personal information

Personal information is information or an opinion that identifies an individual.

Personal information collected by AFCA will be reasonably necessary for, or directly related to, one or more of AFCA's functions or activities.

Examples of personal information AFCA collect may include:

- Personal details such as name, postal address, email address, contact number and education qualifications.
- Business details such as name, ABN/CAN, postal address, email address, contact number, area of operation, services provided and number of employees.

AFCA may collect personal information through telephone, email, website, projects, media, publications, industry events and training, third parties and other publicly available sources.

An individual may unsubscribe from AFCA mailing lists at any time by contacting AFCA in writing or by clicking the unsubscribe link on any communication received.

When collecting personal information AFCA will, where appropriate and where possible, explain why they are collecting the information and how they plan to use it.

## Sensitive information

Sensitive information includes information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.



Sensitive information will be used by AFCA with the individuals consent or where required or authorised by law for the primary purpose for which it was obtained or for a secondary purpose that is directly related to the primary purpose.

## Third parties

Where reasonable and practicable to do so, AFCA will only collect an individual's personal information from them.

In some circumstances AFCA may be provided with information by third parties. In such a case AFCA will take reasonable steps to ensure the individual is made aware of the information provided by the third party.

## Disclosure of personal information

Personal information may be disclosed in a number of circumstances including third parties where an individual consents to the use or disclosure and where required or authorised by law.

## Security of personal information

Personal information is stored in a manner that reasonably protects it from misuse, loss and unauthorised access, modification or disclosure.

When personal information is no longer needed for the purpose in which it was obtained, AFCA will take reasonable steps to destroy or permanently de-identify the personal information. Most personal information is or will be kept by AFCA for a minimum period of 7 years.

## Quality of personal information

AFCA will take reasonable steps to ensure personal information is accurate, complete and current.

Please advise AFCA as soon as practicable if information is inaccurate or incomplete so the appropriate records can be updated.



## Access to personal information

An individual may contact AFCA in writing to access their personal information. AFCA will not charge any fee for access request but may charge an administrative fee for providing a copy of personal information.

AFCA may require identification before releasing the requested information to protect the individual's personal information.

## Further information

The Privacy policy will be reviewed annually taking into account changes to AFCA operations and practices and new regulations and technology.

If you have any queries about the Privacy policy, please contact us at:

**Australian Forest Contractors Association**

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