

Australian Community Industry Alliance (ACIA) Privacy Policy Statement

Ensuring that privacy and confidentiality are protected is central to the Australian Community Industry Alliance's (ACIA) formerly the Attendant Care Industry Association operations.

The Australian Privacy Principles set minimum standards covering the legitimate use of personal information. ACIA is committed to complying with those Principles.

ACIA will;

- only collect information required to meet the Alliance's goals and responsibilities
- only use information collected from member organisations for the stated purpose
- take all reasonable steps to protect the security of the organisational information that is held. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

ACIA will;

Use organisation/individual contact details to:

- process applications and renewals and update membership details and profile information.
- directly contact members to provide information on topics considered of interest to members.
- ensure compliance with the Alliance's constitution.
- process payments.
- provide members with access to and information about current and future member benefits.
- provide members with news and information relevant to the community services industry.

ACIA

- may use organisation/Individual contact details to:
 - conduct market research to identify and analyse the ongoing needs of Alliance members; and
 - conduct research.
- will use organisation service details to provide ACIA's Board with a more comprehensive understanding of member organisations and the services they provide.
- will use organisation certification/accreditation details to provide ACIA's Board with a more comprehensive understanding of the quality systems in place in member organisations.

- may inform relevant parties (such as funding bodies and auditing bodies) if:
 - an organisation is a member of ACIA; and
 - an organisation has gained ACIA Quality Certification (note this information will also be placed on the ACIA website).
- may disclose organisational information in order to comply with mandatory reporting requirements and the National Privacy Principles described in the Privacy Act (1988) that indicate an organisation may disclose information if:
- it reasonably believes that the use or disclosure is necessary to lessen or prevent:
 - (i) a serious and imminent threat to an individual's life, health or safety
 - (ii) a serious threat to public health or public safety
- it reasonably believes that the use or disclosure is reasonably necessary for one or more of the following by or on behalf of an enforcement body:
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct.

All inquiries or complaints about privacy should be directed to the Chief Executive Officer of ACIA through contact@acia.net.au.

This statement has been prepared in accordance with the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth).