

Title	ACIA PRIVACY POLICY
Purpose	This document is intended to explain the Australian Community Industry Alliance formerly the Attendant Care Industry Association's (ACIA) policy on privacy and use of organisation/individual contact details and service details.
Background	ACIA is a national peak body representing non-government private, charitable and faith-based community care service providers. ACIA's vision is that all people who require community support services receive high quality services from a vibrant and well-functioning provider sector.
Scope	This document applies to all ACIA employees and ACIA Board members.
Policy	<p>Consistent with the Privacy Act (1988) and the Privacy Amendment (Private Sector) Act 2000, ACIA will:</p> <ul style="list-style-type: none"> • 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. Only ACIA employees will have access to individual member information <p>ACIA will use organisation/individual contact details to:</p> <ul style="list-style-type: none"> • process applications, renewals, 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 information about current and future member benefits • provide members with news and information relevant to the community services industry <p>ACIA:</p> <ul style="list-style-type: none"> • may use organisation/individual contact details to: <ul style="list-style-type: none"> ○ conduct market research to identify and analyse the ongoing needs of Alliance members ○ 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.

	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ an organisation is a member of ACIA ○ an organisation has gained ACIA ACIS certification (note this information will also be placed on the ACIA website) • may disclose organisational information 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: <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (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
References/ Resources	Privacy Act (1988) Privacy Amendment (Private Sector) Act 2000