

Privacy Policy (Updated on 1 May 2014)

1. Introduction

- 1.1. From time to time The Australian Institute of Interpreters and Translators, Inc. ("the **Association**") is required to collect, hold, use and/or disclose personal information relating to individuals (including, but not limited to, its customers, contractors, suppliers, members and employees) in the performance of its activities.
- 1.2. This document sets out the Association's policy in relation to the protection of personal information, as under the Privacy Act 1998 (Cth) the ("Act") and the Australian Privacy Principles ("**APP**").
- 1.3. The APPs regulate the handling of personal information.

2. What is personal information?

- 2.1. Personal information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

3. Employee records

- 3.1. This policy does not apply to the collection, holding, use or disclosure of personal information that is an employee record.
- 3.2. An employee record is a record of personal information relating to the employment of an employee. Examples of personal information relating to the employment of the employee include, but are not limited to, health information and information about the engagement, training, disciplining, resignation, termination, terms and conditions of employment of the employee. Please see the Act for further examples of employee records.

4. Kinds of information that the Association collects and holds

- 4.1. The Association collects personal information that is reasonably necessary for one or more of its functions or activities.
- 4.2. The type of information that the Association collects and holds may depend on your relationship with the Association. For example:
 - 4.2.1. **Member and applicant for membership:** if you are a member or if you are seeking to become a member of the Association, the Association may collect and hold information including your name, address, email address, contact telephone number, gender, age, references, resume, qualifications and payment details. In addition thereto, the Association may also hold further information provided by the Member for the purpose of publishing an online directory with online profiles. Members may opt out of the directory and public profiles.
 - 4.2.2. **Candidate:** if you are a candidate seeking employment with the Association, the Association may collect and hold information including your name, address, email address, contact telephone number, gender, age, employment history, references, resume, medical history, emergency contact, taxation details, qualifications and payment details.
 - 4.2.3. **Customer:** if you are a customer of the Association, the Association may collect and hold information including your name, address, email address, contact telephone number, gender, age and previous purchasing history.
 - 4.2.4. **Supplier:** if you are a supplier of the Association, the Association may collect and hold information including your name, address, email address, contact telephone number, business records, billing information, information about goods and services supplied by you.

- 4.2.5. **Referee:** if you are a referee of a candidate being considered for employment by the Association, the Association may collect and hold information including your name, contact details, current employment information and professional opinion of candidate.
- 4.3. **Sensitive information:** the Association will only collect sensitive information where you consent to the collection of the information and the information is reasonably necessary for one or more of the Association's functions or activities. Sensitive information includes, but is not limited to, information or an opinion about racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs, membership of a trade union, sexual preferences, criminal record, health information or genetic information.

5. How the Association collects and holds personal information

- 5.1 The Association must collect personal information only by lawful and fair means. The Association will collect personal information directly from you if it is reasonable or practicable to do so.
- 5.2 The Association may collect personal information in a number of ways, including without limitation:
- 5.2.1. through application forms;
 - 5.2.2. by email or other written mechanisms;
 - 5.2.3. over a telephone call;
 - 5.2.4. in person;
 - 5.2.5. through transactions;
 - 5.2.6. through our website;
 - 5.2.7. through surveillance camera;
 - 5.2.8. by technology that is used to support communications between us through publicly available information sources (which may include telephone directories, the internet and social media sites);
 - 5.2.9. by technology that is used to support communications between us direct marketing database providers;
- 5.3. When the Association collects personal information about you through publicly available information sources, it will manage such information in accordance with the APPs.
- 5.4 At or before the time or, if it is not reasonably practicable, as soon as practicable after, the Association collects personal information, the Association must take such steps as are reasonable in the circumstances to either notify you or otherwise ensure that you are made aware of the following:
- 5.4.1. the identity and contact details of the Association;
 - 5.4.2. that the Association has collected personal information from someone other than you or if you are unaware that such information has been collected;
 - 5.4.3. that collection of personal information is required by Australian law, if it is;
 - 5.4.4. the purpose for which the Association collects the personal information;
 - 5.4.5. the consequences if the Association does not collect some or all of the personal information;
 - 5.4.6. any other third party to which the Association may disclose the personal information;
 - 5.4.7. the Association's privacy policy contains information about how you may access and seek correction of personal information held by the Association and how you may complain about a breach of the APPs; and
 - 5.4.8. whether the Association is likely to disclose personal information to overseas recipients, and the countries in which those recipients are likely to be located.
- 5.5 **Unsolicited personal information** is personal information that the Association receives which it did not solicit. Unless the Association determines that it could have collected the personal information in line with the APPs or the information is contained within a Commonwealth record, it must destroy the information to ensure it is de-identified.

6. Purposes for which the Association collects, holds, uses and/or discloses personal information

- 6.1 The Association will collect personal information if it is reasonably necessary for one or more of its functions or activities.



- 6.2 The main purposes for which the Association may collect, hold, use and/or disclose personal information may include but are not limited to:
- 6.2.1 recruitment functions;
 - 6.2.2 customer service management;
 - 6.2.3 training and events;
 - 6.2.4 surveys and general research; and
 - 6.2.5 business relationship management.
- 6.3 The Association may also collect, hold, use and/or disclose personal information if you consent or if required or authorised under law.
- 6.4 Direct marketing:
- 6.4.1 The Association may use or disclose personal information (other than sensitive information) about you for the purpose of direct marketing (for example, advising you of new goods and/or services being offered by the Association).
 - 6.4.2 The Association may use or disclose sensitive information about you for the purpose of direct marketing if you have consented to the use or disclosure of the information for that purpose.
 - 6.4.3 You can opt out of receiving direct marketing communications from the Association by contacting the Privacy Officer in writing or if permissible accessing the Association's website and unsubscribing appropriately.

7. Disclosure of Personal Information

- 7.1 The Association may disclose your personal information for any of the purposes for which it is was collected, as indicated under clause 6 of this policy, or where it is under a legal duty to do so.
- 7.2 Disclosure will usually be internally and to related entities or to third parties such as contracted service suppliers.
- 7.3 Before the Association discloses personal information about you to a third party, the Association will take steps as are reasonable in the circumstances to ensure that the third party does not breach the APPs in relation to the information.

8. Access to Personal Information

- 8.1 If the Association holds personal information about you, you may request access to that information by putting the request in writing and sending it to the Privacy Officer. The Association will respond to any request within a reasonable period, and a charge may apply for giving access to the personal information.
- 8.2 There are certain circumstances in which the Association may refuse to grant you access to the personal information. In such situations the Association will give you written notice that sets out:
- 8.2.1 the reasons for the refusal; and
 - 8.2.2 the mechanisms available to you to make a complaint.

9. Correction of Personal Information

- 9.1 If the Association holds personal information that is inaccurate, out-of-date, incomplete, irrelevant or misleading, it must take steps as are reasonable to correct the information.
- 9.2 If the Association holds personal information and you make a request in writing addressed to the Privacy Officer to correct the information, the Association must take steps as are reasonable to correct the information and the Association will respond to any request within a reasonable period.
- 9.3 There are certain circumstances in which the Association may refuse to correct the personal information. In such situations the Association will give you written notice that sets out:

- 9.3.1 the reasons for the refusal; and
- 9.3.2 the mechanisms available to you to make a complaint.

9.4 If the Association correct personal information that it has previously supplied to a third party and you request us to notify the third party of the correction, the Association will take such steps as are reasonable to give that notification unless impracticable or unlawful to do so.

10. Integrity and Security of Personal Information

10.1 The Association will take such steps (if any) as are reasonable in the circumstances to ensure that the personal information that it:

- 10.1.1 collects is accurate, up-to-date and complete; and
- 10.1.2 uses or discloses is, having regard to the purpose of the use or disclose, accurate, up-to-date and complete.

10.2 The Association will take steps as are reasonable in the circumstances to protect the personal information from misuse, interference, loss and from unauthorised access, modification or disclosure.

10.3 If the Association holds personal information, it no longer needs the information for any purpose for which the information may be used or disclosed, the information is not contained in any Commonwealth record and the Association is not required by law to retain the information, it will take such steps as are reasonable in the circumstances to destroy the information or to ensure it is de-identified.

11. Anonymity and Pseudonymity

11.1 You have the option of not identifying yourself, or using a pseudonym, when dealing with the Association in relation to a particular matter. This does not apply:

- 11.1.1 where the Association is required or authorised by or under an Australian law, or a court/tribunal order, to deal with individuals who have identified themselves; or
- 11.1.2 where it is impracticable for the Association to deal with individuals who have not identified themselves or who have used a pseudonym.

11.2 However, in some cases if you do not provide the Association with your personal information when requested, the Association may not be able to respond to your request or provide you with the goods or services that you are requesting.

12. Complaints

12.1 You have a right to complain about the Association's handling of your personal information if you believe the Association has breached the APPs.

12.2 If you wish to make such a complaint to the Association, you should first contact the Privacy Officer in writing. Your complaint will be dealt with in accordance with the Association's complaints procedure and the Association will provide a response within a reasonable period.

12.3 If you are unhappy with the Association's response to your complaint, you may refer your complaint to the Office of the Australian Information Commissioner.

13. Privacy Officer Contact Details

13.1 The Association's Privacy Officer can be contacted in the following ways:

- 13.1.1 Telephone number: (03) 9895 4473
- 13.1.2 Email address: admin@ausit.org
- 13.1.3 Postal address: PO Box 193 Surrey Hills, Vic 3127