



# Australian Association of Bush Regenerators

**(NSW) Inc**

ARBN 059 120 802

Australian Association of Bush Regenerators (NSW) Inc.

C/- Total Environment Centre, Level 2 362 Kent St, Sydney NSW 2000

Email: [enquiries@aabr.org.au](mailto:enquiries@aabr.org.au) [www.aabr.org.au](http://www.aabr.org.au)

phone 0407 002 921

## PRIVACY POLICY

### 1. RELATED POLICIES

None

### 2. CURRENCY

2.1 This policy came into effect in 2004 and will remain current until amended or revoked.

### 3. INTRODUCTION

3.1 This policy may be used freely by any AABR member or others with the proviso that the policy title is cited as 'Privacy Policy, Australian Association of Bush Regenerators (NSW) Inc. 2004' and that the wording is reproduced in full, without paraphrasing or condensing.

3.2 This Policy aims to ensure that AABR complies with the NSW *Privacy and Personal Information Protection Act 1998* (PIIP Act) with respect to the privacy and security of the personal information of its members and subscribers.

### 4. BACKGROUND

4.1 In New South Wales, the privacy of individuals in their relationship with various organisations is protected by the PIIP Act which covers the collection, storage, use and disclosure of personal information.

4.2 Personal information is defined as "*information or an opinion ... about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.*"

4.3 The PIIP Act establishes 12 information protection principles which cover the collection, storage, use, disclosure of and access to personal information.

4.4 All those who collect, maintain, use, disseminate or store personal information about individuals are responsible for maintaining the privacy of that information in accordance with the principles.

### 5. FRAMEWORK

5.1 AABR only holds information on members and subscribers necessary to the functioning of the Association.

5.2 AABR members and subscribers are entitled to expect that any information given to AABR will be treated within the terms of its privacy responsibilities and obligations.

5.3 AABR seeks to comply with all the information protection principles of the PIIP Act.



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## 6. POLICY DETAIL

- 6.1 AABR will not collect or monitor any personal information about members and subscribers without their consent unless it is required by law. Members and subscribers may provide AABR with information such as postal address, contact phone number and email address, which will only be used for administrative functions within the organisation.
- 6.2 AABR will disseminate information within the organisation only where it is necessary for the administration and functioning of AABR. This may include the transfer of personal information to regional committees of AABR.
- 6.3 AABR will not use or disclose any information about members and subscribers without their consent, or access their communications on the AABR website, unless it is required by law.
- 6.4 No information will be made available to outside agencies without written permission first being obtained from the member(s) or subscriber(s).
- 6.5 Information provided by individuals or organisations to AABR for inclusion on listings on the AABR website (eg contractor lists, Bushjobs) will be publicly available.
- 6.6 AABR will endeavour to take all reasonable steps to keep secure any information which it holds about members and subscribers and to keep this information accurate and up to date.
- 6.7 If members and subscribers wish to change personal information they may do so by contacting AABR by email or in writing.
- 6.8 If members and subscribers wish to delete personal information they may do so by contacting AABR by email or in writing and all reasonable steps will be taken to delete it unless it must be kept for legal reasons.
- 6.9 If an outside agency wishes to contact AABR members and subscribers AABR will determine whether this may be in the best interests of the members and subscribers. If it is so determined any material that the agency wishes to pass on will be forwarded to members and subscribers by AABR. The agency will not be given access to any personal information eg. addresses or telephone numbers.
- 6.10 The AABR website provides links to websites outside the control of AABR and AABR is not responsible for the conduct of organisations linked to the website.