

AUSTRALIAN FORESTRY STANDARD LIMITED

AFSL POLCY 04

Privacy

V2.1-07/2010



AFSL PRIVACY POLICY

For the information of members and visitors

Australian Forestry Standard Limited (AFSL) respects the privacy of its members and is committed to complying with the requirements of the National Privacy Principles which are contained in the *Privacy Act 1988* and subsequent amendments to the Act. This commitment seeks to ensure the privacy of information supplied by you.

AFSL collects certain information when a member or individual accessing the company's services provides us with their contact information.

What information does AFSL collect?

When you join AFSL, or when you renew your membership, we will ask you to provide your business contact details for organisations, firms or companies or contact details for individuals. The business contact will also include details of position, employer and work contacts. This information will usually be collected by use of a paper form. The reason we collect this information is so that we can provide you with our services and communicate effectively with you.

When you contact AFSL and provide details, we will use the details of your e-mail address or other contact details provided in the e-mail so that we can communicate effectively with you in response to your query.

How is the information used?

The information obtained from you by AFSL is used to provide you with our services which include establishing and maintaining your membership record and advice to you of essential information on the company's domestic and international activities and providing information that may be useful for your certification activities.

Will the information be disclosed to third parties?

AFSL will not sell, rent, trade or disclose your information obtained by us to any individual or organisation unless it is required to do so by law, or if the disclosure is permitted under the *Privacy Act 1988*.

Is the information collected about me accurate?

AFSL takes all reasonable precautions to ensure that the information collected by us is as accurate as possible and is up to date at the time of its collection.

If you consider that your personal information is not accurate, complete or up to date, or that your circumstances in relation to the personal information have changed, please contact AFSL with a request to correct the personal information. Upon receipt of a request from you, we will take all reasonable steps to amend or up date your contact information in a timely manner.

Can I access my contact information?

Under the *Privacy Act 1988*, you have a right to seek access to the contact information which AFSL holds about you. You also have the right to ask us to correct contact information about you which is inaccurate, incomplete or out of date.

If you wish to access your information that is held by us, please contact AFSL by the most suitable means of the contact for you as outlined below:

- By phone: (02) 6122-9000; or
- By fax: (02) 6281 3455; or
- By e-mail: afs@forestrystandard.org.au ; or
- By mail: The Chief Executive Officer
Australian Forestry Standard Limited
[PO Box 7031]
YARRALUMLA ACT 2600

www.forestrystandard.org.au

The Australian Forestry Standard Limited web site contains links to related but third party web sites, for your information and convenience. When you access these web sites from the Australian Forestry Standard web site, please note that AFSL is not responsible for the privacy aspects of such web sites. We suggest that you review the privacy policy of each web site that you may visit.

Changes to this Privacy Policy

This Privacy Policy may change from time to time.

This policy was approved on 9 July 2004.