

## Compliance with Privacy Obligations

This Privacy Statement sets out the policy of CIDESCO Australia Pty Ltd with respect to the way in which we collect, use, disclose, store, secure and dispose of Personal Information about our members, Board members and employees including through our website at [www.cidesco.org.au](http://www.cidesco.org.au)

CIDESCO Australia Pty Ltd is bound by the National Privacy Principles set out in Schedule 3 of the Privacy Amendment (Private Sector) Act 2000 (“the Act”). A copy of the National Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at [www.privacy.gov.au](http://www.privacy.gov.au)

CIDESCO Australia is dedicated to ensuring that personal and sensitive information is gathered with respect to the individual and aims to exercise the highest standard of care in preserving privacy of information in all areas of operation.

## Collection of Personal Information

For the purposes of this Statement, “Personal Information” is characterised as being information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from that information or opinion.

The types of Personal Information generally collected by us include name, address, date of birth, mobile and telephone numbers, e-mail address, training school, occupation and employer details. Personal Information is also collected when individuals provide business cards or other documentation to us containing such Personal Information, including completion of a Membership Agreement. Personal Information also includes information we collect in the course of providing services to individuals and external communications.

## Use of Personal Information

Any Personal Information that we collect about individuals will be used and disclosed by us to provide the services required or otherwise to enable us to carry out our functions.



[www.cidesco.org.au](http://www.cidesco.org.au)

[info@cidesco.org.au](mailto:info@cidesco.org.au)

CIDESCO Australia will disclose Personal Information to third party business partners when they provide services to CIDESCO Australia that are consistent with the terms of Privacy Policy. We outsource or contract out specific Proud Partners and Supporters so they may send you offers exclusive to our membership base. It is important to note that all our Proud partners and Supporters are subject to strict confidentiality obligations. We take great pride in operating only with reputable business partners.

Personal Information that is in our possession is not subject to rent, sale or any other disclosure to any other company or organisation, without prior consent of individuals where that consent is required by law. Individuals consent to our use and disclosure of their Personal Information where it is incidental to our business to a third party. They also consent to Personal Information being disclosed to CIDESCO Australia support office, and placed on an intranet that is accessible by support office only. This is required to enable individuals to be recognised as a CIDESCO Australia member.

CIDESCO Australia will disclose personal information if it is under a legal requirement to do so (for example, under a court order, or if required under legislation), or if an authorised request is made from a law enforcement agency.

Otherwise, we will only disclose Personal Information with the consent of the relevant individuals. If consent is obtained, we may provide Personal Information to CIDESCO Australia Board members only to assist members to access offers from Proud partners and Supporters. Their Board membership position with us require them to keep Personal Information confidential.

#### Website/online privacy

CIDESCO Australia will handle personal information collected online with the utmost care, and will not knowingly use it in ways not explicitly consented to by the user who supplied the information and to whom the information refers.

CIDESCO Australia will handle Personal Information collected online consistently with the way that it handles Personal Information collected offline. Other matters specific to our handling of Personal Information online are set out below.



#### a) Cookies

No Personal Information is collected by CIDESCO Australia when individuals visit our website, unless they chose to provide it to us (for example, by sending us emails through our website). However, we may collect certain data that does not identify individuals (sometimes called “web log information”) when they visit certain pages (such as the type of browser and operating system they have). We may also use “cookies” which are small files that are stored on computer and that manage the security and navigation process of the site. Users can choose to block these cookies but some portions of the site may not function correctly if they do. This type of data is collected for statistical purposes only, and while cookies will identify a computer, they are unlikely to identify users personally.

#### b) Email/SMS marketing

We will not distribute our marketing material via SMS unless customers have consented to this. This is a requirement of the Spam Act 2003. Further, customers can unsubscribe from our e-newsletter or other bulletins by using the “unsubscribe” facility contained in each electronic publication we send. Occasionally, CIDESCO Australia will send promotional email messages to prospective members to market a service or activity. This will only be done on the reasonable belief that members would be interested in the subject matter. In every case members will be provided with clear and simple instructions on how to be removed from our mailing list

#### c) Site security policy

Our website uses up-to-date technology to maximise the security of user’s Personal Information. CIDESCO Australia places great importance on the security of all information associated with our members. Our security and privacy policy are continually reviewed and updated, the user information is accessed by authorised personnel. We aim to prevent accidental manipulation, destruction, use, disclosure loss or unauthorised access of data.

#### d) Hyperlinks to other websites

Our web site contains links to other web sites which we do not control; they are not covered by our Privacy Policy. If users access other websites using the links provided, operators may collect information from users and use it in accordance with their privacy policy, which may differ from ours. We have no control over the types of information the site owners choose to collect and how they use it.



#### e) Social Networking Acceptable Use Policy

CIDESCO Australia encourages all comments on any of our social networking pages (Facebook, YouTube, Twitter), as we would like to hear from our members, clients, friends and staff. Member views, news, ideas, insights and comments about CIDESCO Australia are very important to us, yet the social networking sites must not be used to abuse others, expose others to offensive or inappropriate content, or for any illegal purpose.

It is the user's responsibility to protect their personal privacy when using our social networking pages. We advise users not to include any Personal Information of either themselves or of others in their posts to the wall (such as email addresses, private addresses or phone numbers).

In addition, it is recommended to refrain from posting materials to the page that infringe the intellectual property rights of others and not to include internet addresses or links to websites, or any email addresses in posts to the wall.

Any information posted to the CIDESCO Australia Social Networking pages (Facebook, YouTube, Twitter) is recorded and used for the purpose of administering pages and addressing any comments made, while no attempt will be made to identify users except where authorised by law.

We are not responsible for the privacy practices or content of social networking pages (Facebook, YouTube, and Twitter). The responsibility of CIDESCO Australia is limited to our own postings made on our Facebook page "CIDESCO Australia".

#### Security

We use all reasonable endeavours to secure any Personal Information that we hold and aim to keep this information accurate and up-to-date. Technical and organisational security measures are in place to ensure the security of information and to protect it against deliberate or accidental manipulation, destruction, use, disclosure loss or unauthorised access.

Personal Information is stored behind industry standard firewalls and where applicable, protected by user names and passwords.

## Changes to Privacy Statement

CIDESCO Australia reserves the right to change this Privacy Statement without prior notice. Any changes to Privacy Statement will be posted on the CIDESCO Australia website. In order to remain updated and informed on protection of Personal Information, we encourage users to review this Statement. If, at any time, you have questions, comments or concerns about our privacy commitment please contact us.

## Access and correction of your Personal Information

The access to Personal Information that we and/or contractors hold can be obtained on request. It is at the discretion of CIDESCO Australia to provide this information to individuals, depending upon legal circumstances. Users are entitled to tell us if they do not wish us to hold their information, we will remove all such information from our database. Individuals also have the right to ask us to correct information about them which is inaccurate, incomplete or out of date.

If you wish to seek access to or correction of personal information that CIDESCO Australia holds about you, please contact us at [membership@cidesco.org.au](mailto:membership@cidesco.org.au). We ask you to put your request in writing. It is important to us that the Personal Information we hold about you is accurate, complete and up to date.

## Contact details

You can either provide a written request or complaint at [info@cidesco.org.au](mailto:info@cidesco.org.au) or [membership@cidesco.org.au](mailto:membership@cidesco.org.au)

This Privacy Statement applies to CIDESCO Australia Pty Limited, its employees and contractors.

If we decide not to correct or provide you with access to your Personal Information, we will give you our reasons for our decision.



[www.cidesco.org.au](http://www.cidesco.org.au)      [info@cidesco.org.au](mailto:info@cidesco.org.au)

## Complaints

If you have a complaint about the way we have dealt with your Personal Information, please contact us at the above email address.

We will make all reasonable attempts to respond to your complaints or requests.