

THE AUSTRALIAN CERAMICS ASSOCIATION

PRIVACY STATEMENT

The Australian Ceramics Association is bound by the National Privacy Principles (Principles) in the Privacy Act 1988 (Cth) (Act).

We have written this statement to explain:

- what types of personal information we collect
- how we use your personal information
- when we will disclose your personal information to others
- how we manage and secure your personal information

What types of personal information do we collect?

TACA only collects 'personal information' (as defined under the Act) that is necessary for TACA to deliver its activities. Most commonly, the information collected may include your name, address, email address, telephone and fax numbers.

TACA does not hold or collect credit card information.

How do we collect your personal information?

Your personal information is collected directly from you.

How do we use your personal information?

We use your personal information to:

- provide you with the TACA service/s you request.
- provide information about our services that we believe would interest you (which you can tell us not to do at any time)
- seek donations from you and/or support for fund-raising

When will we disclose your personal information to others?

We may provide your personal information to anyone we are required to by law.

If you request liability insurance through your TACA membership, we provide your personal information to City Rural Insurance Brokers.

Your personal information is kept confidential and is not provided to any other third parties, other than required by law or for liability insurance, as stated above.

If we no longer require your personal information it is permanently removed from our records.

At any time you can request that TACA remove your personal information from its records.

How you can access personal information that we hold about you?

You may seek access to personal information that we hold about you by contacting us.

If you make a request for access to your personal information, we will ask you to verify your identity and specify what information you require.