



Institute of Quarrying Australia

 		IQA Policy P15	
National Secretariat		Privacy and Access to Information	
Policy Number:	P15	Version:	P15-10
Date Adopted:	17 June 2014	Contact:	Company Secretary

Introduction

The Institute of Quarrying Australia (**IQA**) respects privacy and is committed to complying with the Australian Privacy Principles (**APPs**). The APPs are contained in the *Privacy Act 1988 (the Privacy Act)* and the Privacy Amendment Act 2014 (**the Amendment Act**) and from 21 December 2001, will govern how organisations handle personal information.

The IQA's Privacy Policy is divided into the following sections:

- 1) How does the IQA collect personal information?
- 2) What personal information does the IQA collect?
- 3) How is personal information used?
- 4) Will personal information be given to anyone else?
- 5) Access and Correction.
- 6) Is personal information held safely?
- 7) Business contact personal information.
- 8) Online privacy issues.
- 9) Contacting the Institute.

1. How does the IQA collect personal information?

The IQA is a non-profit professional organisation which represents the quarrying and extractive industries, and promotes good corporate governance and compliance. The services the IQA offers include:

- Education and training
- Professional development (eg through our training programs, seminars, and conferences);
- Technical support (through our magazine and website), and
- Advocacy (promoting a practical and workable approach to the extractive industries).

For the purposes of our Privacy Policy, these are referred to as "**our services**".

The IQA collects personal information in a number of different ways. The IQA collects personal information from its new and existing members through application forms and subscription renewal forms. Personal information from non-members who register for our seminars, courses and conferences, is collected through registration or enrolment forms. The IQA also collects personal information from online forms on our website at <http://www.quarry.com.au>

This Privacy Policy focuses on how we handle the personal information about our members and individuals who attend or may be interested in attending our seminars, courses and conferences. The IQA also may handle information about people who do not fall within these categories – these people are our "business contacts" (eg our suppliers). How we handle the personal information of our business contacts is discussed at 7 below.

Institute of Quarrying Australia

2. What personal information does the IQA collect?

When you join the IQA, or when you renew your membership, we will ask you to provide your business contact details (including details of your position, your employer and work contact details) and to indicate which area you work in and what your role involves.

We may also ask for some of this information when you register for one of our conferences or seminars. If you enrol in one of our education courses, we may also collect additional personal information about your educational and professional qualifications. This may be collected by use of paper forms or online.

As explained at 3 below, the reason we collect this information is so that we can provide you with our services, manage our relationship with you, communicate with you effectively and identify which of our services will best meet your requirements.

However, we don't collect information we don't need.

3. How is Personal Information used?

The personal information collected from you by the IQA is used to:

- Provide you with our services. This will include use of personal information for establishing and maintaining your membership record (if relevant), or to enrol you in one of our courses, seminars or conferences; and/or
- Notify you about services and promotions offered by us and our sponsors (whether you are one of our members, or someone who attends our courses, seminars or conferences, or someone else we have identified as possibly interested in our services).

As a non-profit body, the IQA needs to enter into sponsorship arrangements with third parties from time to time. The IQA's main objective in doing so is to keep membership fees at a low level. This may sometimes mean that the IQA uses personal information about you to provide you with information about products, services and promotions offered by our sponsors.

If at any time you do not wish to be notified about the products, services or promotions offered by our sponsors, please let us know. The IQA's contact details are at point 9 below.

4. Will Personal Information be Given to Anyone Else?

In the circumstances described below, personal information may be disclosed outside the IQA.

a) Outsourcing

Personal information collected by the IQA may be disclosed to third parties to whom the IQA contracts out specialised functions (including printing companies and conference organisers).

If The Institute does disclose personal information to third party contractors under outsourcing or contracting arrangements, the IQA takes steps to ensure that those contractors:

- comply with the APPs when they handle your personal information (regardless of whether they are a small business, and would otherwise be exempt from the privacy laws); and
- are authorised only to use personal information in order to provide the services or to perform the functions required by the IQA.

Institute of Quarrying Australia

b) Disclosures required by law

The only other time the IQA would make disclosures of personal information is if it is required to do so by law, or if the disclosure is permitted under the Privacy Act or the Amendment Act.

The IQA does not sell, rent or trade personal information to or with third parties.

5. Access and Correction

Under the Privacy Act, you have a right to seek access to information which the IQA holds about you (although there are some exceptions to this). You also have the right to ask us to correct information about you which is inaccurate, incomplete or out of date.

If you wish to exercise your right under the Privacy Act or the Amendment Act to seek access to the personal information that the IQA holds about you, we ask that you contact the IQA's Membership Officer (details at point 9 below), who will explain how the IQA will handle your access request.

We will assume (unless you tell us otherwise) that your request relates to our current records about you. These current records will include personal information about you which is included in our databases and in paper files, and which may be used by the IQA on a day to day basis. To provide you with access to "current" personal information, The IQA would ordinarily provide you with a print-out of the relevant personal information from our databases, or with photocopies of records which are held only on paper files. If personal information about you (eg, your name & address details) is duplicated across different databases, we will generally provide you with one printout of this information, rather than multiple printouts. Ordinarily, the IQA will not charge you for the cost of providing this type of access to these records.

For legal and administrative reasons, the IQA may also store records containing personal information in its archives. In some circumstances, you may seek access to the records held by the IQA which are not current records, but if you do so, we may charge you for the cost of providing access.

If you are of the view that personal information about you is not accurate, complete or up to date, please provide the IQA's Membership Officer with your request for correction (contact details are set out at point 9 below). The IQA's policy is to consider any requests for correction in a timely way.

6. Is Personal Information held Safely?

The IQA takes steps to ensure the security of personal information held by it from such risks as loss or unauthorised access, destruction, use, modification or disclosure. The IQA only permits your details to be accessed by authorised personnel, and it is a condition of employment that the IQA's employees and contractors maintain the confidentiality of personal information.

7. Non-customer Information

Sometimes, the IQA needs to collect personal information about individuals who are not members, or who are not people to whom we would generally offer our professional services. The IQA's policy is to only use personal information collected from non-customers for the business purpose for which it was collected.

Institute of Quarrying Australia

8. Online Privacy Issues

The IQA will apply this policy to all personal information it handles, whether collected online or otherwise. To the extent that this Privacy Policy applies to online privacy issues, it is to be read as forming part of the terms of use for our website. This clause 8 is intended to provide more information about privacy for the users of our website.

a) Online collection of personal and non-personal information

As outlined at point 1 of this Privacy Policy, we collect personal information through our website.

Our website also collects other information which may or may not be personal information. For each visitor to our website, our server automatically recognises and stores your "address" (eg your domain name or Internet protocol address), the type of your Internet browser, the address of the site which "referred" you to our website and clickstream data.

In addition, our website uses cookies to track usage of our web site. Most web browsers are set by default to accept cookies. However, if you do not wish to receive any cookies you may set your browser to either prompt or refuse cookies. Please note that rejecting cookies may mean that not all the functions on the website are available to you. We may use cookies for tracking the statistics of our website. This allows us to better understand our users and improve the layout and functionality of our website. This tracking is conducted in such a way to ensure the anonymity of visitors – in this context the cookie may identify your computer – but it should not identify you.

b) Links to other websites

Sometimes our website contains links to third party websites, for your convenience and information. When you access a non-IQA website, please understand that the IQA is not responsible for the privacy practices of that site. We suggest that you review the privacy policies of each site you visit.

9. Contacting the IQA

If you have any questions or comments about this Privacy Policy, or if you wish to discuss how we have handled personal information about you, please contact the IQA's Membership Officer:

- by telephone: 61 2 9484 0577 or
- by facsimile: 61 2 9484 0766; or
- by e-mail: admin@quarry.com.au; or
- by letter: Membership Services P O Box 6447 North Ryde NSW 2113

10 Responsibility

It is the responsibility of the National Office employees and contractors to ensure that they collect, allow access, utilise and store personal information in accordance with the policy.

The Company Secretary is responsible for the review of this policy on a biennial basis.