



Privacy Policy

Effective Date: 1 December 2014

The Australian Alpaca Association Ltd (ABN 30 067 146 481) (referred to in this Policy as **AAA, we, us** or **our**) understands that privacy is important to its members.

This Policy explains how we collect, use, disclose and otherwise handle personal information provided to us by potential, new and current members. "Personal information" means information or an opinion, whether true or not and whether recorded in a material form or not, about an individual who is identified or reasonably identifiable. Examples include a person's name, address, date of birth and email address.

The Policy is published on the AAA website and a copy can be sent by mail or email if requested.

1. Our obligations

AAA is exempt from the Australian Privacy Principles in the Commonwealth *Privacy Act*, as it is a small business operator. We are however subject to other legislation that impacts on privacy, such as the *Spam Act*, the *Do Not Call Register Act* and State and Territory health privacy legislation in some circumstances.

2. How we collect personal information

AAA collects personal information in a number of ways, including:

- (a) directly from you, for example when you provide information in person or by phone, email, fax, through our website or in documents such as an application form or competition entry form;
- (b) from publicly available sources of information; and
- (c) from third parties.

3. What personal information we collect

When you apply for AAA membership or renew your membership, we ask for sufficient information to allow AAA to assess and process your application for, or renewal of, membership. This may include, for example, your name, property and postal address, contact details (phone, fax and email), nominated region, membership type and herd details (if applicable). To collect payment for membership fees, sometimes financial information, such as credit card details, are collected.

In rare instances, we may collect health information (for example, if we collect information about dietary preferences from individuals attending catered functions).

4. Why we collect personal information

Your personal information may be used and disclosed by AAA for a range of purposes, including to:

- (a) provide members with benefits and services relevant to alpaca ownership, husbandry and breeding and any other alpaca business related activities;
- (b) administer and manage AAA benefits and services;
- (c) list you on the International Alpaca Register (**IAR**), which is available for access by AAA and Alpaca Association of New Zealand members on the AAA website (**unless you opt out**);
- (d) provide you with access to the IAR and other member restricted areas of the AAA website;
- (e) inform you via electronic means of AAA activities in which you may wish to be aware of and/or involved in (**unless you opt out**);
- (f) send you communications to inform you of AAA activities in which you may wish to be aware of and/or involved in;
- (g) enter you into AAA competitions, promotions and events;
- (h) enable other members to send you communications relevant to your membership, such as information about animals or farms for sale (**unless you opt out**);



- (i) enable regional office bearers to send you via electronic means communications relevant to Regional activities, such as information for regional meeting dates, shows and other pertinent regional activity (**unless you opt out**);
- (j) enable regional office bearers to send you communications relevant to Regional activities, such as information for regional meeting dates, shows and other pertinent regional activity;
- (k) seek feedback regarding services offered or provided through the AAA; and
- (l) for other purposes you have consented to or that are permitted by law.

Privacy choices

When you join AAA, or renew your membership, you are given a number of privacy choices on the application/renewal form. You can choose:

- to have your details excluded from being accessible on the IAR database (which means you will not appear on the IAR database available to members on the AAA website and your details will not be made available to other members to send you communications relevant to your membership). This choice is defined as “Not for Publication – NFP”;
- not to receive via electronic means information about AAA activities which you may wish to be aware of and/or involved in and not to receive via electronic means communications from regional office bearers relevant to Regional activities, such as information for regional meeting dates, shows and other pertinent regional activity.

Otherwise, your consent to these activities will remain current until you advise us otherwise. However, you can opt out at any time by:

- contacting us (details under heading 8 below);
- advising us if you receive a marketing call that you no longer wish to receive these calls; or
- using the unsubscribe facility that we include in electronic messages (such as emails, e-communications and SMS).

5. Who we may share your information with

We may share personal information with third parties where appropriate for the purposes set out under heading 4, including:

- other AAA members (unless you have opted out of being included in the IAR);
- financial institutions for payment processing;
- our contracted service providers, including:
 - publishers of our newsletters
 - postage, courier and freight providers
 - information technology and data storage providers
 - venues and event organisers
 - marketing and communications agencies
 - research and statistical analysis providers
 - call centres
 - mail houses
 - external business advisers (such as consultants, recruitment advisors, accountants, auditors and lawyers)



In the case of our contracted service providers, we may disclose personal information to the service provider and the service provider may in turn provide us with personal information collected by them in the course of providing the relevant products or services.

6. Security

We use our best endeavours to protect the security of your personal information. However, we cannot guarantee the security of information that you disclose online. If you are concerned about sending your information over the internet, you can contact us by telephone or post (details under heading 8 below).

Links to other websites

Links to third party websites that are not operated or controlled by us are provided for your convenience only. We are not responsible for the privacy or security practices of those websites, which are not covered by this Privacy Policy. Third party websites should have their own privacy and security policies, which we encourage you to read before supplying any personal information to them.

7. Access and correction

Please contact us if you would like to access the personal information we hold about you. We will generally provide you with access, but we reserve the right not to do so in certain circumstances.

Please also let us know if there are any errors in the personal information we hold about you and keep us up to date with changes to your personal information, such as your postal and email address.

8. Our contact details

If you have any queries about the personal information we hold about you, please contact us using the details below.

Mail: AAA Privacy Officer
PO Box 1076
Mitcham North VIC 3132

Email: privacy@alpaca.asn.au

Changes to this Policy

We may amend this Privacy Policy from time to time. The current version will be posted on our website and a copy may be obtained by contacting us (details above).



A brief explanation concerning your rights and the Australian Alpaca Association Ltd (AAA) Privacy Policy

The Australian Alpaca Association Ltd (AAA) understands that privacy is important to its members.

AAA is however exempt from the Australian Privacy Principles in the Commonwealth *Privacy Act*, as it is a small business operator. We are however subject to other legislation that impacts on privacy, such as the *Spam Act*, the *Do Not Call Register Act* and State and Territory health privacy legislation in some circumstances.

The AAA does have a Privacy Policy explaining how we collect, use, disclose and otherwise handle personal information provided to us by potential, new and current members. "Personal information" means information or an opinion, whether true or not and whether recorded in a material form or not, about an individual who is identified or reasonably identifiable. Examples include a person's name, address, date of birth and email address.

The Policy is published on the AAA website and can be viewed at <http://www.alpaca.asn.au/privacy>. A copy can be sent by mail or email if requested.

To update the status of your membership, in keeping with the requirements of the AAA Privacy Policy, it is essential that members complete the following:

If you wish for your membership details to be **EXCLUDED** from certain AAA related activity relative to our Privacy Policy please tick the respective "OPT OUT" BOXES and return this statement signed.

Please tick if you wish to OPT OUT for your personal information to held by the AAA:

- Having your details excluded from being accessible on the IAR database (which means you will not appear on the IAR database available to members on the AAA website and your details will not be made available to other members to send you communications relevant to your membership). This choice is defined as "Not for Publication – NFP";
- Not to receive via electronic means information about AAA activities which you may wish to be aware of and/or involved in, and not to receive via electronic means communications from regional office bearers relevant to Regional activities, such as information for regional meeting dates, shows and other pertinent regional activity.

Voting Member 1 (PLEASE PRINT)

Signature

Date

Voting Member 2 (PLEASE PRINT)

(Joint membership only)

Signature

Date

Note: For joint memberships both voting members must have the same Privacy Status.

If this form is not completed and returned acknowledging that you wish to OPT OUT your personal information will be automatically included in AAA related activity as per our Privacy Policy.