



## **ASSOCIATION of AUSTRALASIAN DIESEL SPECIALISTS (Inc.)**

### **Privacy Policy**

#### **Association of Australasian Diesel Specialists Inc. (AADS)**

Federal legislation requires companies and societies who deal with personal information to adopt a privacy policy to protect such information being used for purposes other than intended by the owner of the information.

Member associations, meetings and events, do by their nature, demand the collection of personal and sensitive information and hence the new privacy legislation directly impacts on the operations of AADS and its members, suppliers and other stakeholders.

AADS's privacy Policy defines our collection of personal information as a function conducted in our member's interests and essential for the successful conduct of our normal activities.

The essential elements of AADS's policy are:

Information is collected from data provided by members and event participants; and is only and solely used for the purpose for which it was collected. Information is stored on a remote computer which is protected by password from use by anyone other than authorized staff. All information is encrypted and the system is protected from external access by a firewall. No personal information is stored on any website owned, operated, licensed or controlled by AADS.

AADS commits to only use sensitive information for the purpose it was supplied. Credit card information is not stored as part of the event participant's personal details.

Information stored is not, under any circumstances, sold to or exchanged with any third party interest.

Information is only passed to third party interest when specifically requested by the participant. Examples might typically be dietary requests being passed to caterers for the purpose of a function the participant is attending or credit card information to an accommodation provider for the purpose of securing their room booking.

In developing our Privacy Policy, AADS is aware that as a membership-based organisation we may receive requests from sponsors for details of our membership. As offering such lists represents an attractive hook to enhance sponsorship, the legislation has the potential to compromise fund raising. AADS's recommended solution is to ensure membership and registration online and in paper form specifically request authorization for the secretariat to add the event participants name and contact details to a membership or participation list which may be published in a document provided to any other member of the list.

If you have any concerns or questions regarding this policy that may require further clarification please contact us at:

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F: +61 2 9431 8677

E: [aads@aads.com.au](mailto:aads@aads.com.au)