



Privacy Statement

Introduction

The Australian Ski Patrol Association Inc (ASPA) is a corporation, limited by share, and owned by members of the association. This policy sets out the information handling procedures for the Australian Ski Patrol Association.

Policy

Australian Ski Patrol Association complies with the *Privacy Act 1988* and the National Privacy Principles (NPPs) of the *Privacy Amendment (Private Sector) Act 2000* in its management of personal information (personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion). Australian Ski Patrol Association follows these national principles in its collection, use, maintenance, disclosure and storage of such information.

This means that:

1. Australian Ski Patrol Association will collect personal information from the individual concerned if possible, only if it is necessary for one or more of its functions or activities. It will do so in a fair, lawful and in a reasonably non-intrusive way.
2. Australian Ski Patrol Association will use this information only for the primary purpose for its collection, unless consent has been given, or the secondary purpose can be reasonably expected to occur. Individuals may opt out of any further mailings or use upon request.
3. Australian Ski Patrol Association will take all reasonable steps to ensure that the personal information it holds is accurate, complete and up-to-date.
4. Australian Ski Patrol Association will take all reasonable steps to protect that personal information from misuse, loss, unauthorised access, modification or disclosure.
5. Australian Ski Patrol Association's Privacy Policy will be available on the web and in hard copy.
6. Any individual has the right of access to any personal information about them held by Australian Ski Patrol Association (subject to the exceptions prescribed by the *National Privacy Principles*). Any request for such information will be answered in writing within 14 days. The request should be addressed to Privacy Officer, Australian Ski Patrol Association,



7. Australian Ski Patrol Association will not adopt, use or disclose any commonwealth government identifier, other than the ABN, to identify a record of personal information relating to an individual.
8. Where practicable, Australian Ski Patrol Association will maintain the anonymity of an individual in a database of personal information, unless the identity of the individual is necessary to perform a lawful activity.
9. Australian Ski Patrol Association will not transfer personal information related to an individual outside Australia, unless the individual has consented or where Australian Ski Patrol Association can show grounds for a belief that if it were practicable to obtain consent the individual would be likely to give it and Australian Ski Patrol Association is satisfied that the recipient of the information will uphold principles similar to the *National Privacy Principles*.
10. Australian Ski Patrol Association will apply particularly stringent procedures to any sensitive information related to race, religion, political affiliation etc or to any health information it may collect.
11. Examination results will be maintained by the Education Sub-Committee of the Australian Ski Patrol Association for the period required for registration as a Registered Training Organisation. Examination results after this time will be destroyed in accordance with authorised procedures. Access to examination results will be limited to each individual or where in the course of certification of vocational competence results may be released to other organisations that intend to employ or use the skills of the member.

Australian Ski Patrol Association collects personal information from practitioners in the Emergency Care sector in order to provide such people with information about Australian Ski Patrol Association's activities and products. Such information is kept in a database, protected by passwords, maintained by trained staff, and checked regularly for accuracy. Australian Ski Patrol Association only sends out mail or email related to the Emergency Care sector or its business. Australian Ski Patrol Association does not sell its mailing lists to third parties. Australian Ski Patrol Association does not disclose personal information to third parties, except to a service provider for the sole purpose of performing an activity on behalf of Australian Ski Patrol Association, or to a third party with related business activities. In such cases, Australian Ski Patrol Association will use all reasonable efforts to ensure that the recipient handles personal information in accordance with the NPPs.

Australian Ski Patrol Association organises public events, courses and seminars for the dissemination of Emergency Care information. Participants enrolling for such events may also receive further information related to Australian Ski Patrol Association activities, future events and products, and their personal information may be included in a list for circulation to attendees at the event.

Under arrangements with the Australian National Training Authority (ANTA), Australian Ski Patrol Association may collect and publish national statistical



information about students in the Emergency Care sector. Australian Ski Patrol Association has a set of protocols to ensure confidentiality of data.

Australian Ski Patrol Association may also conduct national surveys of the employment destinations of graduates of the Emergency Care courses and the satisfaction of industry employers with the training received by its employees.

Australian Ski Patrol Association sometimes uses contractors to undertake research or surveys on its behalf. Australian Ski Patrol Association requires these contractors to handle any personal information used in accordance with National Privacy Principles.

For information about Australian Ski Patrol Association's management of personal information, including complaints, contact the Privacy Officer, Australian Ski Patrol Association, P.O. Box 275, Armadale, Vic, 3143.