

Privacy Policy

The Risk Management Association Inc ARBN 110 770 502 (RMA Australia) is committed to observing high standards in its handling of personal information, and respects the privacy of its members and website visitors.

This Privacy Policy sets out the approach which RMA Australia takes in relation to the treatment of information about individuals (Personal Information). The Policy includes information on how RMA Australia collects, uses, discloses and keeps secure, individuals' Personal Information. It also covers how RMA Australia makes the Personal Information it holds available for access and correction by the individual it is about. This policy has been drafted having regard to the Privacy Act 1988 (including the new National Privacy Principles) (Privacy Act) and is a public document. In accordance with Australian law, RMA Australia's actions with respect to certain information about its own employees may be exempt from the requirements in the Privacy Act.

Collection

RMA Australia will only collect Personal Information where the information is necessary for RMA Australia to perform one or more of its functions or activities. In this context, 'collect' means gather, acquire or obtain by any means, personal information where the individual is identifiable or identified. If the information is not provided RMA Australia may not be able to provide its services effectively or at all.

RMA Australia collects Personal Information primarily to supply members with membership benefits, products and services, including the three core services

of RMA Australia being:

1. Events - informational based forums, breakfast, lunch and afternoon presentations, special one-off events and other activities that also include peer networking components. RMA HQ international conferences, seminars, roundtables and other activities are also included in this function.
2. Training - events, workshops, forums, seminars, activities, products and services produced by RMA Australia and RMA HQ. This function also includes notifying members of RMA approved third party supplies of training and educational products, services and resources.
3. Information - news, general advice, publications RMA Australia also collects and uses Personal Information for secondary purposes including;

1. Billing and account management;
2. To verify employment/contract status with member institutions. This involves supplying Institutional Member Representatives - who are identified on the RMA Australia website - with Personal Information for those individuals subscribed under their respective institutions. RMA Australia encourages these member representatives to follow appropriate privacy standards, but is not responsible for the actions of those individuals or Institutional Members' privacy policy and standards.
3. Business planning and product development;
4. Database management by our database software provider and website developer; as otherwise permitted by the Privacy Act.

Information data collected about members includes:

Individual Member

- Name
- Job Title
- Business address, telephone and email
- Mobile phone number - not-compulsory

Institutional Member

- Institution's name, address and phone number
- Institution's web address
- Institution's logo and company profile

Consent

At the time of joining, individual members and institutional member representatives are notified of the ways in which RMA Australia will present and use their Personal Information.

For non-members, RMA Australia will seek to notify individuals when collecting Personal Information of the use to which the information will be put. RMA Australia will only generally notify individuals after information is collected about them notification' where it is not practicable to notify them before it is collected. RMA Australia will not collect Personal Information secretly or in an underhanded way.

Unless otherwise permitted by the Privacy Act, RMA Australia will not collect Sensitive Information (as defined in the Act) from individuals except with consent and only where it is necessary for RMA Australia to collect such information for an activity or function. Please note that in the Privacy Act, Sensitive Information includes information about being a

member of professional bodies, associations and trade unions. As a member benefit, RMA Australia publicises those individuals who are members of the RMA Australia (either through their institution or separately). Any member of RMA Australia who does not wish their membership of RMA Australia to be publicised in this way should advise RMA Australia at membership@rmaaustralia.org.

Use

RMA Australia uses Personal Information primarily for the purposes above in relation to its main activities. RMA Australia will not use Personal Information about non-member individuals for direct marketing without consent unless it is impractical to obtain consent. As required by the Privacy Act, if RMA Australia does direct market non-member individuals in this way, it will ensure that:

1. The individual is clearly notified of their right to opt out from further direct marketing;
2. There is only one use of the information before the opt out right is given;
3. The individual is given an opportunity to opt out in all further instances of Direct Marketing if they have not previously chosen to opt out; and
4. If the individual opts out of direct marketing the opt out will be respected by RMA Australia.

RMA Australia will not use Personal Information without taking reasonable steps to ensure that the information is accurate, complete and up to date.

Disclosure

RMA Australia may disclose Personal Information to third parties if consent has been obtained from the individual. This will include obtaining the individual's consent for disclosures :

1. As part of their application form for joining RMA Australia
2. In event or training brochures

RMA Australia may disclose Personal Information to its management committee and subcommittee members, institutional member representatives, and service providers including operational contractors, database and website software developers.

RMA Australia may also disclose Personal Information to third parties to

enable outsourcing of functions (such as fulfilment companies eg. Companies that coordinate mailings), or where that disclosure or use is for a related secondary purpose, and has been notified to individuals or where such disclosure is within the individual's reasonable expectations. Wherever possible, individuals will be notified of these disclosures in materials that relate to the events and activities to which the disclosure relates.

RMA Australia contracted third parties may not use Person Information for any purpose other than to perform the explicit function RMA Australia has allocated to it. RMA Australia will take reasonable steps to ensure that its contracts with third parties include requirements for them to comply with the Privacy Act. RMA Australia will only contract with and disclose Personal Information to reputable third parties, when outsourcing of functions requires such disclosure.

RMA Australia may also disclose Personal Information to law enforcement agencies, government agencies, courts or external advisers where permitted or required by the Privacy Act or other laws.

Member statistics - RMA Australia may provide third parties with; aggregate statistics about our members; attendance numbers at events and use of other member benefits, products and services; and related website information. However, such statistics will include no Personal Information.

Web Links - The RMA Australia website contains links to other sites operated by third parties that it believes would be of interest to members and general visitors to its website. RMA Australia is not responsible for the actions of those parties, the content of their websites, or any products or services they may offer.

Cookies - The RMA Website uses 'cookies', which are small pieces of information that are stored by your browser on your computer's hard drive. Our cookies do not contain any personally identifying information, but they do enable us to gain statistical information on when and how many 'hits' our site receives. The RMA encourages anyone who uses cookies to follow appropriate privacy standards and policies, but is not responsible for cookies placed by third parties.

RMA Australia will collect, use and disclose more extensive information than is stated above where required to protect its interests including in the following website related instances;

1. Unauthorised attempts to access files that are not published RMA Australia pages,
2. Unauthorised tampering or interference with files published on the RMA Australia site,
3. Unauthorised attempts to index the contents of the RMA Australia with other sites;
4. Attempts to intercept messages of other users of the RMA Australia website;
5. Communications which are defamatory, abusive, vilify individuals or groups or which give rise to a suspicion that an offence is being committed; and
6. Attempts to otherwise compromise the security of the web server, breach State and Commonwealth laws, or interfere with the enjoyment of the RMA Australia site by other users.

Information Quality and Security

Personal Information collected by RMA Australia is stored using an industry standard secure format and held by RMA Australia for archival purposes. When the information is no longer required for a purpose permitted by the Privacy Act, it is deleted. RMA Australia will review, on a regular and ongoing basis, its collection and storage practices to ascertain how improvements can be achieved.

The RMA Australia website is located behind secure firewalls. The RMA Australia website is managed through a secure content management system. In addition, RMA Australia web developers only permit the HTTP protocol through our firewalls (Port 80).

RMA Australia will take reasonable steps to ensure that paper and electronic records containing Personal Information are stored in facilities that are only accessible by people within RMA Australia who have a genuine 'need to know' as well as 'right to know'.

RMA Australia requires its contractors to perform their duties in a manner that is consistent with RMA Australia legal responsibilities in relation to privacy.

RMA Australia will ensure that in such instances (as detailed above) that Personal Information is required to be provided to an external third party, that prior written assurances are obtained from the third party to testify that its handling of RMA Australia supplied Personal Information on its members, complies with the Privacy Act and with commercial confidentiality laws. RMA Australia will provide all Personal Information

records to the individual in accordance with the procedures set out in the Privacy Act and will correct its records containing Personal Information as soon as practically possible, at the request of the individual concerned.

As a matter of strict policy, RMA Australia does not sell its members database in any form.

RMA Australia may revise this Privacy Policy from time to time, and revisions will be posted on the Privacy Policy page of its website. As RMA Australia may make changes at any time, it is suggested that this Privacy Policy be periodically consulted.

For non-members, you can contact RMA Australia at secretariat@rmaaustralia.org if you wish to establish whether your information is held on any database and to access and/or correct that information.

Individual members wishing to lodge a request to access and/or correct their Personal Information should do so by contacting RMA Australia at membership@rmaaustralia.org. RMA Australia will not charge a fee for processing an access request.

If you have any concerns related to the RMA Australia Privacy Policy, please feel free to email secretariat@rmaaustralia.org or write to RMA Australia, PO Box 20468, World Square, NSW 2002.