

TEST AND TAG STANDARDS AUSTRALIA PRIVACY POLICY



Test and Tag Standards Australia (TATSA) is committed to ensuring the confidentiality and security of personal and confidential information.

We are bound by the Privacy Act and the National Privacy Principles (NPPs) regulated by the Federal Privacy Commissioner, to guide us in our responsible handling of personal information. We are committed to ensuring that all TATSA activities comply with the National Privacy Principles and acknowledge the importance of keeping personal details for individuals confidential and secure.

What is personal information?

Personal information includes your name, address, date of birth, telephone number, facsimile number and e-mail address. It can also include other details specific to the type of contact, service or other interaction.

Why do we need information?

We collect information to provide information about TATSA and about services provided by TATSA. We may use the information to assess and/or improve our services.

We will only collect information relevant to TATSA activities and it will only be used for the purposes stated at the time.

How do we collect personal information?

TATSA collects personal information directly from people, either face to face, over the telephone, via electronic media, in written documents such as application forms. This may come directly from a person or a person authorised to act for them.

When collecting this information, we will advise what we are recording, why we are recording it, what it will be used for and to whom it may be disclosed.

How do we use personal information?

We will limit the use of personal information to:

- Provide services
- Administer and manage our services
- To identify, market and promote other opportunities.

Personal information will not be disclosed to any organisation outside of TATSA without the express permission of the person.

How do we keep personal information accurate and up-to-date?

TATSA endeavours to ensure that the personal information it holds is accurate and up-to-date. We realise that this information changes frequently with changes of address and other personal circumstances.

How can a person access their personal information?

Each person has the right to view the information we hold about them and can seek access to personal information relating to them to ensure that it is correct.

Privacy and our website

Our website is an information delivery site where visitors can primarily find out information about TATSA, TATSA's activities and undertake online courses. It does not require a visitor to provide personal information about themselves when browsing the site. A visitor may contact us through our website via e-mail or submission of a form or other means in which case we will hold their information and e-mail address in confidence. The information will only be used for the purposes disclosed above.

Consent

It is our practice to seek consent from the person to use or disclose personal information about them to tell them about information or services of TATSA on promotions or opportunities in which they may be interested.

What if a person has a complaint?

If person considers that any action of TATSA breaches this Privacy Policy or the National Privacy Principles or otherwise doesn't respect their privacy, they can make a complaint by lodging a written complaint to TATSA at the address of our head office.

Confidential Information

TATSA personnel and contractors will from time to time have access to information or material that is of a confidential nature. This may relate to TATSA, individuals, staff members, contractors, suppliers or prospective, current or past clients.

What Is confidential Information?

What information or material is confidential can and does depend on its content and the intended use of it by the holder or owner. In general, confidential information is material that could be deemed to be of a nature that is private, secret or of a nature that the holder or subject would not want other persons, organizations etc to have access to or be made aware of. In determining what is confidential, a "needs to know" rule-of-thumb should be applied.

All personnel working for or providing services to or on behalf of TATSA will from time to time come in contact with or have access to information that is of a confidential nature. The confidentiality of TATSA, its personnel, contractors and client base must be respected at all times.

A breach of privacy or confidentiality is deemed a serious breach of this policy and may result in termination of your engagement with TATSA.