

PRIVACY POLICY

National Baking Industry Association (NBIA) and related body corporates, is a member-based organisation that is committed to protecting the privacy of its members, other individuals and organisations that communicate with the organisation or other parts of its related body corporate. This policy sets out the processes that will be followed by NBIA and its employees in protecting the information held by the NBIA. This policy establishes the reasons for collecting personal information, and how the information will be used and to whom if necessary the information is disclosed.

If you have specific concerns please contact our Privacy Officer, Mr Paul McDonald or email paul@nbia.org.au.

Collection of Personal Information:

NBIA collects and holds information about members as necessary to ensure the proper functioning and operation of the Association and related body corporate. The information held is limited to that information which is directly provided by members, individuals and organisations, in the form of membership applications, changes to membership details or applications to make use of commercial services, for example but not limited to:- Industrial relations services, training and consultative services. The only additional information we may hold regarding members, individuals or organisations would be correspondence that is received from members and/or individuals, and/or organisations seeking advice, correspondence from the public, government organisations or other relevant training organisations or industrial advocates.

Use of Personal Information

As noted above, NBIA and its related body corporate holds information as advised by you. This may include your address and contact numbers, a personal address and telephone number, a post box, information about your business and if required, your date of birth. Information held about you will be used to provide copies of NBIA publications and correspondence and to provide information on legislative changes, industry information and information on benefits and special offers to members.

Disclosure of Personal Information

NBIA will only disclose your personal information for the purposes for which it is collected or is otherwise required by law. A member's business contact details are only available to fellow members for marketing purposes under strict controls. A member's information is never available for purchase or sale under any circumstances.

At times, it may be necessary for other organisations or contractors to view or access information to facilitate the operation of the Association. Where this occurs, such access shall be in accordance with the terms of this policy.

If you do not wish for your personal information to be disclosed to another organisation please indicate at the time your information is collected. This will be noted on your membership record or file and every effort will be made to respect this wish.

On request from a member of the public or an outside organisation, NBIA will provide details of your business address and business telephone number only. Under no circumstances will staff provide details of personal contact numbers or addresses and if an address is not clearly listed as a business address, no information will be provided to the public. If you would prefer that none of your information is provided to members of the public please inform the privacy officer.

Information about members is provided as a member service to assist members. As noted above, all NBIA staff are aware of the requirements in terms of protecting the privacy of personal information. If you would like to check what information is held in regards to your business or you, you can contact the Membership Services Section of the NBIA by telephoning 07 3831 596.

Data Quality and Security

NBIA and its related body corporate is committed to ensuring that the personal information held about you is maintained in a form that is accurate, complete and up to date. The storage, use and where necessary transfer of your personal information will be undertaken in a secure manner that protects your privacy.

All employees and contractors to NBIA are required to sign a confidentiality agreement and all staff are trained on the confidentiality provisions. Over and above the provisions of this privacy policy, you can be assured that information you provide to the NBIA particularly with regard to sensitive matters will be kept confidential as far as legally possible.

Where external organisations are required to access or view information held by the NBIA the organisation will be required to provide details of their privacy policy and confidentiality agreements, as appropriate.

No Sale of Personal Information

Under no circumstances will NBIA sell or receive payment for licensing or disclosing your personal information.

Openness

This policy and other information on privacy is available to NBIA members, staff and the public. If you require further information on information handling processes within the NBIA please contact the Privacy Officer Paul McDonald.

Access to and Correction of Your Personal Information

NBIA members, students and clients are entitled to request access and seek corrections in relation to personal information. The request to access personal information should be made directly to the Membership Services Section. The Membership Services Section can confirm personal details held on file regarding you. Please note that to confirm your identity it will be necessary for an NBIA member, student or client to contact us personally and to quote their membership number or other relevant personal information to confirm identity. If more detailed information is required, a letter seeking access to information should be directed to the Privacy Officer and marked "Private and Confidential". If NBIA has concerns regarding any requests for access, we reserve the right to respond in writing.

Complaints about Privacy

If you have any complaints relating to on-line or printed privacy issues on our website or our publications please notify our Privacy Officer. While NBIA accepts no liability for any material or links posted to the service we will investigate all complaints.

Identifiers

NBIA will not adopt, use or disclose any identifier assigned to you by a government agency except where required by law.

Changes to NBIA Privacy Policy

If we decide to change the NBIA Privacy Policy, we will post these changes on our website and display them at our registered offices.