

RESPONSIBLE WOOD

# AFSL POLCY 04

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Privacy

V1.0-10/2017



## Document Properties

<b>File Name:</b>	AFSL Policy 04 Privacy
<b>Web File Name:</b>	POL-04_Policy
<b>Document Version No:</b>	V1.0 10/2017
<b>File Location (AFSL Management System\)</b>	C:\Data\SDProcess\03-Released Masters Backups\03a Process Documentation\03a-i Policies\POL-04-Privacy-V1.0.docx
<b>Document Status:</b>	Approved
<b>Status Date:</b>	8/11/17
<b>File Format Master:</b>	Word
<b>File Format published:</b>	PDF
<b>Publication Authorization:</b>	Responsible Wood Board
<b>Document replaced:</b>	pol-02-privacy-v2.2
<b>Company:</b>	Responsible Wood
<b>Author(s):</b>	
<b>Primary Contact Details: Email</b>	

## Comments/Abstract

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## Revision Control

Revision No.	Edited by	Date
2.1	Alan Snow Konsulting	12/7/2010
2.2	Alan Snow Konsulting	11/2017
1.0	Simon Dorries-Update for new organisational name and renumbered	16/2017

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# RESPONSIBLE WOOD PRIVACY POLICY

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## For the information of members and visitors

Responsible Wood respects the privacy of its members and is committed to complying with the requirements of the National Privacy Principles which are contained in the *Privacy Act 1988* and subsequent amendments to the Act. This commitment seeks to ensure the privacy of information supplied by you.

Responsible Wood collects certain information when a member or individual accessing the company's services provides us with their contact information.

### **What information does Responsible Wood collect?**

When you join Responsible Wood, or when you renew your membership, we will ask you to provide your business contact details for organisations, firms or companies or contact details for individuals. The business contact will also include details of position, employer and work contacts. This information will usually be collected by use of a paper form. The reason we collect this information is so that we can provide you with our services and communicate effectively with you.

When you contact Responsible Wood and provide details, we will use the details of your e-mail address or other contact details provided in the e-mail so that we can communicate effectively with you in response to your query.

### **How is the information used?**

The information obtained from you by Responsible Wood is used to provide you with our services which include establishing and maintaining your membership record and advice to you of essential information on the company's domestic and international activities and providing information that may be useful for your certification activities.

### **Will the information be disclosed to third parties?**

Responsible Wood will not sell, rent, trade or disclose your information obtained by us to any individual or organisation unless it is required to do so by law, or if the disclosure is permitted under the *Privacy Act 1988*.

### **Is the information collected about me accurate?**

Responsible Wood takes all reasonable precautions to ensure that the information collected by us is as accurate as possible and is up to date at the time of its collection.

If you consider that your personal information is not accurate, complete or up to date, or that your circumstances in relation to the personal information have changed, please contact Responsible Wood with a request to correct the personal information. Upon receipt of a request from you, we will take all reasonable steps to amend or up date your contact information in a timely manner.

#### **Can I access my contact information?**

Under the *Privacy Act 1988*, you have a right to seek access to the contact information which Responsible Wood holds about you. You also have the right to ask us to correct contact information about you which is inaccurate, incomplete or out of date.

If you wish to access your information that is held by us, please contact Responsible Wood by the most suitable means of the contact for you as outlined below:

- By phone: (07) 3359 1758
- By e-mail: [info@responsiblewood.org.au](mailto:info@responsiblewood.org.au) ; or
- By mail:

The Chief Executive Officer  
Australian Forestry Standard Limited  
PO Box 786  
NEW FARM Qld 4005

[www.responsiblewood.org.au](http://www.responsiblewood.org.au)

The Responsible Wood web site contains links to related but third party web sites, for your information and convenience. When you access these web sites from the Responsible Wood web site, please note that AFSL is not responsible for the privacy aspects of such web sites. We suggest that you review the privacy policy of each web site that you may visit.

#### **Changes to this Privacy Policy**

This Privacy Policy may change from time to time.

This policy was approved on 17 October 2017.