

RESPONSIBLE WOOD LIMITED

Standards Development Privacy

POLICY 04

V 4 -Issue 1/2020



[Responsible Wood (RW) has developed two Australian Standards® within the Australian Forest Certification Scheme which address wood production from sustainable forest management and the tracking of certified products in the wood and forest products supply chain by a chain of custody mechanism. These Australian Standards® were developed by and are maintained by RW Reference Bodies which comprise of representatives of nominating organisations/associations and individuals with a nominated Chair and secretariat support from RW.]

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Comments/Abstract

This policy outlines Responsible Woods Privacy Policy and how information is retained and used

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1 Privacy 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.

2 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.

3 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.

4 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*.

5 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 update your contact information in a timely manner.

6 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; or
- By mail:
The Chief Executive Officer
Responsible Wood
30 Boothby Street
Kedron Qld 4031 Australia

<https://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 Responsible Wood 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.

Informative References

Relevant documentation	Responsible Wood document or link
SD PROC-01 SD Policies and Procedures Manual	
Australian Government Privacy Act	https://www.oaic.gov.au/privacy/the-privacy-act/

Document History

Version	Date	Change Details
3.0	1/4/2020	Updated to new format and updated content