

PRIVACY POLICY

ACA Qld respects your privacy

In order for Australian Childcare Alliance Queensland (ACA Qld), to provide you with the highest standard of service, our organisation is required to collect information from you about your service to effect membership to the Association. We are committed to protecting your privacy and we abide by the National Privacy Principles (NPP) contained within the Privacy Act 1988 (start date 29/06/2010).

Privacy of your information is extremely important to us and we endeavour to conduct our business with the highest respect and integrity.

Basic details are collected directly from you such as your name, address, phone and email contacts. If we have accurate information about your service, it enables us to provide you with the best possible representation. If you find that the current information we hold about your service is inaccurate, please contact us immediately.

We ask if you are insured with The Guild Group, our Foundation Member to enable us to inform them of your membership with ACA Qld.

All information is vital in assisting us to provide the best possible service to you as an ACA Qld member.

This information will be used by ACA Qld to deliver the best possible tailored offerings and may only be disclosed to qualifying ACA Qld Supporter Members.

ACA Qld will take all reasonable steps to ensure that the details kept about your service are accurate, complete and up to date.

ACA Qld will take all reasonable steps to protect this information from misuse, loss and from unauthorised access or disclosure. Only authorised users can access your information and access is only for approved purposes.

Protecting your privacy and the confidentiality of your personal information in a secure and controlled way is important to us. We understand the importance of your privacy and that is why we are committed to ensuring that our systems and procedures protect your personal information.

ACA Qld, committee and staff are committed to respecting these principles at all times. This is a requirement of their tenure of service or employment.

We may supply your information to a third party, for example an associated ACA Qld Supporter Member, for the purpose of discussing a specific member-only offer. In these circumstances the third party will be restricted to using the information only for the purpose for which it is provided and for an agreed timeframe.



What if you do not wish to provide us with information?

To provide services, programs and represent you fully, we require information about your service. If you do not provide us with all the information that we require, we may be unable to accept your ACA Qld membership application.

If you have any complaints relating to ACA Qld's privacy issues, please contact our General Manager &/or President. While ACA Qld accepts no liability, all care will be taken and any complaints investigated thoroughly.

From time to time we may provide you with information about new products, services and programs available to you from an ACA Qld Supporter Member. Your consent to our providing this information to you will be implied unless you notify us that you do not wish to receive this information. You may do this by contacting our [office](#) and advising that you do not wish to receive marketing information.

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