

AANA Privacy Policy

The Australian Association of National Advertisers (AANA) understands and appreciates that members may be concerned about their privacy and about the confidentiality and security of information the AANA may gain about them. The AANA is committed to protecting member's privacy and to complying with the National Privacy Principles. This policy sets out the AANA's information handling practices and procedures.

Information Collected: Generally speaking, the AANA collects information about members (including personal information about individual delegates of members) from database update forms and registration forms so the type of information which the AANA collects about members and delegates will depend on how members use the services offered by the AANA. The personal information which the AANA collects includes the name, contact details (for example, postal address, e-mail address, telephone number(s), facsimile number) and occupation of delegates, and any information on specific queries raised by members with the AANA.

Use and Disclosure of Information: Personal information which a member supplies is collected by the AANA for use in connection with conducting its business. Such uses include matters related to the processing of membership application forms, the provision of membership and training products or services and membership administration. Information provided in surveys that are conducted from time to time, is generally used for statistical purposes.

The AANA will not disclose personal information concerning a member or a delegate to parties outside of the AANA, other than for a purpose made known to a member and to which a member has consented.

Please note that the information provided by members may be disclosed to the AANA's agents, contractors or third party service providers who provide administrative, telecommunications, computer or other services to the AANA in connection with the operation of its business and who are under duties to the AANA to keep such information confidential and secure.

Security: The AANA maintains strict standards and security procedures to prevent unauthorised access to members' and delegates' personal information and to ensure the correct use of information.

Member access to information: Generally speaking, members and delegates may access and update their personal information at any time. If a member or delegate wishes to do so, they should contact the AANA Secretariat on tel: 02 9221 8088.

The AANA will always try to maintain accurate, complete and up-to-date information regarding members and delegates. There are procedures in place which facilitate amendments and verification of personal information. If a person thinks that their personal information which is retained by the AANA may require changing or updating, they should contact the AANA. The AANA will then take all reasonable steps to correct the information so that it is accurate, complete and up-to-date.

Complaints: If a person has a complaint regarding the way in which their personal information is being handled by the AANA, they should contact the AANA in the first instance. If the parties are unable to reach a satisfactory solution through negotiation, the person may wish to request an independent person to investigate the complaint such as the Privacy Commissioner.

How to contact the AANA: If a person has any questions or requires feedback about this privacy policy, they should contact:

General Manager:

Address: Suite 2, Level 5, 99 Elizabeth Street, Sydney NSW 2000

Postal Address: Suite 2, Level 5, 99 Elizabeth Street, Sydney NSW 2000