

Privacy Policy of the Australian Facetors' Guild Limited

The Australian Facetors' Guild Limited is sincere in protecting the privacy of its member's personal information. We do this by handling personal information in a responsible manner and in accordance with the Privacy Act 1988.

By definition in this Privacy Policy, 'AFG', 'Guild', 'its', 'we', 'our', 'us', refers to Australian Facetors' Guild Limited.

How Do We Collect Your Personal Information?

The information is provided by you at time of joining the Guild via our Membership Application Form. We collect your personal information from you, for the purpose of recording membership mailing information for our magazine, renewal reminders, any notice that may be of an urgent matter, internal administration and length of membership. To ensure the accuracy of your data, you the member is required to keep us up to date with any changes to this information, including any changes to addresses, phone numbers and current email address/s. Your profile can be updated on the AFG website (www.facetorsguild.com.au), where you the member control your log in details. It is your responsibility to ensure this information is up to date. If you do not have access to your member profile, please contact the AFG Secretary or advise us in writing.

Why Do We Collect Your Personal Information?

We collect your personal information to enable us to provide services to you. This includes business partners that may be of interest and benefit to you. You may have previously elected to provide the AFG with your contact details, allowing for some details to be available in the Guild's Directory. If you require that these details be removed, you should advise the AFG in writing. Further, your contact details may be provided to other members upon request for AFG related purposes, including establishing or expanding a Faceting Group or for other members to contact you when they may be in your area. If you do not wish your private information to be used in this way you should advise the AFG in writing or tick the relevant box in your membership database.

Who We Disclose Your Personal Information To?

We disclose your personal information to others such as mailing houses with whom we have business arrangements with for the sole purpose of distributing the Guild's bi monthly magazine, Facet Talk. These companies are strictly prohibited from using your information for any other purpose. We impose strict conditions on organisations with which we may share your information. We will not sell or disclose your information to any other organisation.

Review.

The Guild, via its website provider, regularly reviews the security of its systems used for sending personal information. Any information disclosed may only be used for the purposes of collection detailed above, and system administration. Both our Privacy Policy and the established procedures commit us to keeping your information safe and secure. Appropriate safety measures and technology are used to ensure your information is protected.

Access to Your Personal Information.

Under the Privacy Act 1988, you may request access to the personal information we hold about you and seek correction by either correcting your details yourself by logging into the Guild Website or by writing to the Guild Secretary. Please be assured that the AFG will continue to respect and value the information you share with us and comply with all privacy legislation.

Complaints.

Complaints can be forwarded to the Office of the Australian Information Commissioner (OAIC). Please note: changes to the Privacy Act 1998, can be referenced in the 2014 Law reform, the Privacy Amendment (Enhancing Privacy Protection) Act 2012, Privacy Regulations 2013 and the Australian Privacy Principles (13 new harmonised privacy principles) 2014.