



## *Australian Professional Fingernail Association*

PO Box 2680  
Taren Point, NSW 2229  
Ph/Fax: 1300 309 036

ABN 53 136 487 179  
[www.apfanails.com.au](http://www.apfanails.com.au)

## **Privacy Statement**

APFA is strongly committed to protecting the privacy of information collected about its members and other clients and complies with the requirements of the Privacy Act 1988. This privacy statement provides an overview of APFA's practices in the collection and use of personal information.

### **Data collection and purpose**

Any personal information collected has been directly supplied by you to APFA when completing various application forms or information update requests. Information retained includes basic contact, industry and personal details to enable APFA to operate its stated services. More detailed information is collected when APFA is assisting members with individual industrial cases or for specific products or services such as insurances or memberships.

### **Third party access to information**

Any information provided to APFA is used only for the provision of services to its members and other clients. It is not provided to any other third party except where necessary to provide our primary services, where required to do so by law or where your consent has been provided. In order to provide services, many products are offered in conjunction with third party partners. When you specifically request information or purchase such products, some personal information is shared with them so that they can provide the stated service. You will be made aware of these instances. On occasions we may employ other companies to perform functions on our behalf, such as mailing distributions. In these instances we ensure appropriate confidentiality procedures are in place to protect your privacy and provide them only with the information required to perform their function.

### **Choice (opt in / opt out)**

APFA provides the opportunity for individuals to choose not to receive any promotional material. Promotional material is considered to be any correspondence which is advertising services such as educational courses, member services or products and surveys. Any request to cease sending promotional material will apply across all product promotions. Promotional material does NOT include newsletters and publications, however members are given the opportunity to opt out of these on an individual basis. Members are also given the choice to participate in any special offerings, such as web forums.

### **Using the APFA Website**

When visiting the APFA website, we may make a record of your visit for statistical and maintenance purposes only. We do not identify users or their browsing activities on an individual basis, unless required to by law. Your email address will only be recorded if you send messages to us via response forms.

The site makes use of discussion groups or forums. You should be aware that any information supplied in these instances is available to the forum member community and you should use your own discretion in providing personal information.

### **Changes to APFA Privacy Policy**

Should there be any changes to the APFA Privacy Statement, this document will be updated on our website. There may be some individual products where privacy conditions vary from this standard statement. In these instances, the specific or additional provisions will be stated in conjunction with the applicable service offering.

**Complaints or queries**

If you have any complaints or questions relating to the privacy of information you should contact the

Privacy Officer, APFA, PO Box 2680, Taren Point, NSW 2229. Phone 1300 309 036.

Email [secretary@apfanails.com.au](mailto:secretary@apfanails.com.au)