

Privacy Statement

From 21 December 2001, we are bound by new sections of the Commonwealth of Australia Privacy Act 1988, which set out a number of principles concerning the protection of personal information.

The Act requires us to communicate the following information - we recommend that it be noted for future reference.

Privacy Policy

The Social and Ethical Auditing Institute Inc respects the privacy of its members and are committed to protecting the privacy of all persons with whom we conduct our activities.

1. Why do we want personal information?

We require certain personal information from our members in order to provide the service and the quality of service the institute aims to achieve.

Similarly, we require personal information from suppliers and others concerned with the institute in order to engage the most effective resources to assist in conducting the institutes business.

2. What personal information do we hold?

Personal information held by us may include names, current and previous addresses, telephone/mobile phone/fax numbers, e-mail addresses, occupation details and other information relating to the membership and auditor accreditation (see application forms and institute rules). Similar personal information may be held relating to suppliers and others concerned with business of the institute.

3. How do we collect personal information?

We may collect personal information in several ways, including:

- Directly - when information is provided by phone or in documents (electronic or hard copy);
- Public information sources;
- A legal requirement by government or regulatory authority or other organisation required or authorised by law;
- Through a third party such as your representative, one of your or our related organisations, a credit reporting agency, etc;
- Our records of membership, accreditation and services provided.

4. What about information gathered through our website/s?

Members and other persons visiting our website/s may voluntarily provide information (see 2 above) when requesting information or services and also when providing feedback.

Our website/s may include links to other sites that are not managed or maintained by the Social and Ethical Auditing Institute. Although we will attempt to ensure that links appearing on our sites are relevant to our business, the inclusion of a link to another site is not intended to imply any endorsement of that site's privacy policies, practices or content.

We will not attempt to identify persons or their browsing activities unless we or any authority suspect that unauthorised access or use of our site has occurred or may occur in which case we may gather, use and disclose more extensive information than indicated above for the purpose of prevention, detection, investigation or prosecution.

We do not set cookies to track pages visited. We may however obtain "clickstream" information including (i) your server (IP) address; (ii) date and time of visit to the site and time spent on particular pages; (iii) pages accessed and documents downloaded; (iv) number of bytes transmitted and received for each request; (v) the previous site or page visited; (vi) the search engine keywords used; (vii) any linked referral and (viii) the type of browser used and its operating system. We may examine such "clickstream" data to determine the traffic through the server as well as access to specific pages.

5. How we use the personal information we obtain?

We may use the personal information we obtain to:

- Gain an understanding of members' needs so that we can provide appropriate service;
- Provide our service effectively and efficiently;
- Research and develop our service;
- Inform members of ways the service we provide may be improved;
- Administer and manage the institute, including billing and collecting debts;
- Conduct appropriate checks for credit and to avoid fraud; and
- Maintain and develop the institute systems and infrastructure.

6. Disclosure of your personal information

For the purposes set out above we may disclose your personal information to organisations outside the Social and Ethical Auditing Institute. The organisations to which we may disclose information include:

- Your authorised representatives;
- Government and regulatory authorities and other organisations, as required or authorised by law;
- Professional advisers, including accountants, auditors and lawyers in providing services to the institute;
- Associated and related organisations;
- Outsourced providers who manage services we provide, including:
 - Market research and services;
 - Information technology services;
 - Mailing systems;

7. Help us to ensure we hold accurate information

We take all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information provided to us. Please help us to maintain this accuracy by:

- Letting us know if there are any errors in your personal information;
- Keeping us up to date with changes to relevant personal information.

8. You can access your personal information

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, please let us know. We may require you to put your request in writing for security reasons.

If you wish to update your records or to have us not hold certain records you can:

- Send an email to secretary@socialaudit.org.au
- Send mail to - GPO Box 4825 SYDNEY NSW 1044 AUSTRALIA
- Telephone +61 02 9799 4433