



PRIVACY POLICY

MS-BPS-PrivacyPolicy-V2 – February 2018

Scope

This policy covers the Engineered Wood Products Association of Australasia Limited (EWPAA) and its related entities, the Engineered Wood Products Association (EWPA), ATCA (Australian Test Centre Authority) and the AWPA (Australian Wood Products Association).

This privacy policy sets out how the EWPAA collects, stores and uses your personal information. The EWPAA reserves the right to modify this privacy policy and will ensure that the most up to date version of this policy is always available on our website or by request.

Collection of Personal Information

The EWPAA will only collect your personal information when it is provided by you, either on our website, via our social media accounts, or via written or verbal communication with an EWPAA staff member. This may include details such as your name, contact information, your occupation and industry.

Such information is collected so that we may improve our services. It is also collected for analytical purposes, so that we are aware of who is accessing our online profiles and their reasons for doing so.

Use and Sharing of Personal Information

The EWPAA will not share or give your information to any third parties, except for those who perform duties on behalf of the EWPAA. Your information will only be used to the extent that it is needed to perform those functions.

Accessing and Correcting Personal Information

If you wish to edit the personal information that you have provided to the EWPAA, please contact us in writing via email or post. If at any time you wish to stop receiving promotional information from the EWPAA, you may request this by contacting us in writing. We will aim to action your request as soon as possible.

Security

The EWPAA maintains appropriate safeguards and security measures to protect your personal information. All personal information collected by the EWPAA is only accessible by authorised EWPAA staff members. All personal information collected by the EWPAA is handled in accordance with this policy and our obligations under Australian privacy legislation.

As an organisation subject to the Privacy Act 1988, the EWPAA must report any 'notifiable data breach' to any affected individuals and the Office of the Australian Information Commissioner (OAIC).

In the event of a privacy breach, the EWPAA will commence an investigation in accordance with its internal procedures. If it is likely that any affected individuals will suffer serious harm as a result of the breach, the EWPAA will notify those affected individuals and the OAIC.



Making a Complaint

The EWPAA takes your privacy seriously. If you have a complaint about a privacy issue, please contact us in writing via email or post. We aim to respond to all requests and complaints within seven (7) working days. If you are not satisfied with our response, you may refer the matter to the Australian Information (Privacy) Commissioner. Please see www.oaic.gov.au for more information.

Contact Us

Please contact us if you have any questions about our privacy policy and procedures. We welcome your feedback. You can contact us in the following ways;

Phone: call +61 7 3250 3700 to speak to an EWPAA staff member.

Email: email inbox@ewp.asn.au

Write: write to us at PO Box 2108, Fortitude Valley BC, QLD 4006

Revision History

Revision	Changes	Date	Author
2	Updated 'Security' section.	20-2-2018	CH
1	Initial Release	9-3-2017	CH