



Your Privacy

The **Australian Faith Community Nurses Association Inc (AFCNA)** has developed this privacy statement to demonstrate our commitment to your privacy. AFCNA is a not-for-profit professional association representing the interests of its members, nurses working in faith communities in Australia.

AFCNA agrees to abide by *The Privacy Act 1988* and the Australian Privacy Principles (APP) developing Privacy Policy to outline its obligations with regard to the use and management of Personal Information. We are compliant with General Data Protection Regulation (GDPR) requirements of the European Union (EU).

What Personal Information do we collect and why?

We collect information from you when you register on our site, place an order, subscribe to our newsletter, make a posting (e.g. forums or Facebook page), or fill out a form, or make a transaction.

When you register, order, donate or comment on our site, when it is appropriate, you may be asked to enter your: name, e-mail address, mailing address, phone number or credit card information. However, you may always visit our site anonymously.

We use your information to:

- Provide you with our educational and professional development material.
- To improve our website so it serves you better
- To process transactions
- To send newsletters and occasional emails

Our website uses cookies to give you the best experience on our website. You can switch off cookies in your settings. You can find out more about cookies on our website.

We cannot guarantee the privacy of other website links or the policy of authorised third parties.

We obtain your permission to place your Personal Information on a database for the primary purpose of communicating with you and we may use it for secondary purposes closely related to the primary purpose where you would reasonably expect such use or disclosure.



How do we protect your information?

AFCNA has implemented a variety of security measures to maintain the safety of your personal information when you transact on our site.

We use a secure server. All sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology. After a transaction, your private information (credit cards, social security numbers, financials, etc.) will not be stored on our servers.

We have procedures covering the management of both electronic and hard copy membership databases to protect your information.

Disclosure of Personal Information

It is the policy of AFCNA not to disclose your Personal Information to third parties, except where:

- you would reasonably expect us to disclose the information for a secondary purpose and the secondary purpose is closely related to the primary purpose;
- you consent to the use or disclosure of your Personal Information to a third party; or
- it is required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse, loss, unauthorised access, modification or unauthorised disclosure. When your Personal Information is no longer needed for the purpose for which it was obtained, we will take all reasonable steps to destroy it or to permanently de-identify it. However, some Personal Information is required to be kept and will be stored in our files and kept by us for a minimum of 5 years.

Access to your Personal Information

You have a right to access Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please make your request to us in writing. In order to protect your Personal Information we may require identification from you before releasing such information.

Only authorised personnel with direct responsibility for members' service or management of the website have access to the databases. Authorised personnel are not allowed to pass on information about members to non-authorised persons.



You have the right to be forgotten. If at any time you would like to unsubscribe from receiving future emails, or newsletters please contact afcna@outlook.com and you will be unsubscribed from our mailing list.

Your Consent

By using our site, you consent to our [web site privacy policy and cookie policy](#).

Maintaining your Personal Information

It is an important part of providing our services to you that your Personal Information is up to date and we will take all reasonable steps to make sure that your Personal Information is accurate and complete. To assist with this process, it is important that you advise us at the earliest opportunity of any changes to your Personal Information so that our records can be updated.

We may contact a member regarding membership status, and other matters relevant to AFCNA's service and/or the information collected.

We do reserve the right to perform statistical analyses of user behaviour and characteristics in order to measure interest in and use of the various areas of this website.

Choice

AFCNA provides users with an opt-out opportunity when receiving communications. You may use the following options to remove your information from our database and not receive further communications and/or services from AFCNA:

1. You can send an email to afcna@outlook.com
2. Write to us at PO Box 2707, Kent Town DC, SA, 5071

Policy Updates

This Policy may change from time to time. A copy of our Privacy Policy is available by contacting AFCNA. AFCNA reserves the right to change this policy at any time by notifying users of the existence of a new privacy statement. This statement and the accompanying privacy policy are not intended to and do not create any contractual or other legal rights in or on behalf of any party.

Complaints

If you have any questions or complaints about this privacy statement, the practices on this site, or your dealings with AFCNA or this website please make these in writing and mail to:

The Secretary

The Australian Faith Community Nurses Association Inc

PO Box 2707

Kent Town DC SA 5071

afcna@outlook.com

