



Privacy Policy

This Privacy Policy applies to the collection, storage, use and disclosure of personal information by or on behalf of the Australian Financial Markets Association (AFMA).

Our commitment to your privacy

AFMA respects the privacy of persons who deal with us. We are committed to protecting your personal information, and ensuring its privacy, accuracy and security.

We handle your personal information in a responsible manner in accordance with the Australian Privacy Principles (**APPs**) and the Privacy Act 1988 (Cth) (*Privacy Act*).

This Privacy Policy serves as notification to individuals of the matters required to be notified by the APPs.

By using any of our services, visiting our website or giving us your personal information, you agree to your information being collected, stored, used and disclosed as set out in this Privacy Policy.

Collection

The types of personal information collected and maintained by the AFMA, and the purposes for which we handle the personal information we collect, will depend on our interaction with you.

Wherever reasonable and practicable, we collect personal information from the individual to whom the information relates.

If you provide personal information about someone other than yourself, you agree that you have that person's consent to provide the information for the purpose for which you provide it to us. You also agree that you have told the person about this Privacy Policy and where to find it.

The AFMA will only collect your sensitive information if you have consented to us doing so, such as part of the information collected about AFMA member organisation (AFMA Member) senior executives for membership purposes, or where required or permitted by law.

Personal information we collect

We may collect and hold the names, position held, employer name, business addresses, phone numbers, fax numbers, e-mail addresses and areas of policy interest about the employees and agents of AFMA Members, conference attendees, conference and AFMA function participants, speakers, our suppliers and non-member individuals. On occasion, we may also collect and record home contact

details and e-mail addresses where these have been provided as the preferred means of contact. We also collect credit card details and other EFT details to effect payments.

We also collect personal information about individuals that apply for employment at the AFMA, including executive and non-executive positions. The additional information that we may collect about these individuals may include their date of birth, employment history, references, bankruptcy information and criminal record inquiries.

We collect personal information from various sources including paper and online registration forms, business cards, external marketing lists, government official lists and through our website.

We will only collect and hold personal information that is required by us to deliver our services to you and we will do this in accordance with Australian law a fair manner.

Use of information

We collect, hold and use the personal information for the purposes of:

- Conducting AFMA operations in the ordinary course of business. For example, supplying or acquiring services, responding to your enquiries and feedback, and providing information about our events, news, publications and services.
- Performing general administration, reporting and management functions. For example, invoicing and account management, payment processing, risk management, training, quality assurance and managing suppliers.
- Communicating with you in regard to the AFMA's services, meetings, advocacy and other related activities.
- Education and accreditation services including assessments.
- Disseminating information that may be of assistance or interest to you in your business.
- Alerting you to other activities or services that the AFMA may assist you with in relation to our advocacy, services and other related matters, including engagement with and within the financial services industry.
- Marketing our activities or services and third party activities or services that we consider may be relevant or of interest to you.
- Processing your application(s) and payment(s).
- Process and assessing any employment applications made to the AFMA;
- Assisting in the development of products, surveys or services.
- Other purposes related to or in connection with our operations, including meeting our legal and contractual obligations to third parties and for internal corporate governance purposes.

Updates and removal of information

Employees and agents of member organisations are also able to update their own personal details and change their AFMA member login details including usernames and passwords. Those unsure of what their current member login details are should contact info@afma.com.au.

You can ask to be removed from the AFMA's mailing list or database at any time by contacting by e-mailing info@afma.com.au.

Contractors and prospective employees

If you apply for employment with the AFMA, we may collect and hold information about you, including your name, address, contact details, current and past employment information, and educational qualifications. We may also collect the personal information of prospective employees from recruitment agents.

The AFMA may also collect and hold information about its contractors, such as their name, contact details, ABN and bank account details. We will use this information for the purpose it was provided and for our other internal business purposes.

Unsolicited information

If we receive personal information about you that we have not requested, and we determine that we could not have lawfully collected that information under the APPs had we asked for it, we will destroy or de-identify the information if it is lawful and reasonable to do so.

Parties to whom personal information may be disclosed

The organisations to which we would usually disclose your personal information will depend on your interaction with us. We will not generally disclose personal information to third parties, other than for a purpose directly related to our activities as an advocacy body and provision or improvement of our services.

For the purpose of administering memberships, undertaking its advocacy functions, and organising events, the AFMA may disclose personal information to AFMA Members, contractors, service providers and members of the public as necessary. In regard to AFMA Education and Accreditation services we may disclose personal information to the AFMA Member employing the individual undertaking the education or seeking accreditation.

We may provide personal information for the purpose for which it is collected. In undertaking the AFMA's business, we may share your personal information with other organisations or member organisations of the AFMA, including their employees or contractors, and with our external service providers such as mailing houses who distribute information to you on our behalf or market researchers who have been commissioned by the AFMA to carry out surveys and research. From time to time, we work with corporate partners and other third party providers to promote and/or market services that we consider will be of benefit to you. We may also disclose personal information to these partners.

If you become a member of an AFMA committee or working group we may share your personal information with other individual members of that group for the purposes of facilitating efficient communication within that committee or working group.

Personal information collected for AFMA committees, working groups and other forums may be shared with other related industry committees, working groups and other forums for purposes consistent with the original purpose for collection.

We may disclose the personal information we collect about individuals to Australian government entities, such as financial sector regulators acting in accord with their statutory responsibilities.

Disclosure outside Australia

It is possible that your personal information will be disclosed to employees and agents of AFMA Members that may be located overseas from time to time. For example, we may disclose any personal information to recipients outside Australia for the purpose for which it was collected such as the organisation of committee meetings and facilitating industry discussions, where participants are located in another country. While it is impracticable to specify the countries in which those employees and agents are located, you can contact us if you wish to find out more about the disclosure of your personal information in such circumstances.

Participants in AFMA activities

If you are involved in AFMA activities your name and AFMA Member you represent information may be published on the AFMA website or in other AFMA publications.

Cookies

The AFMA may collect information about your visit to its website through cookies to assist the AFMA to measure and improve its website. Examples of information that we may collect include: day and time of your visit, whether you visited our website previously, whether you used a search engine to find our website, and some geographical information about what country and state you are in. You can set your browser to reject cookies, or to notify you when you receive one in order to accept or reject such receipt in each instance.

Data quality

The AFMA will make all reasonable efforts to ensure that the personal information it collects, uses and discloses is accurate, complete and up to date. However, the AFMA relies on you to advise of any changes or corrections to the information we hold about you. If you consider that the information the AFMA holds about you is not accurate, complete or up-to-date, or if your information has changed, please let us know as soon as possible.

Data security

We have appropriate security measures in place to protect personal information from misuse or loss and from unauthorised access, modification or disclosure, which are subject to external assurance review.

Access and Correction

You may request access to, or the correction of, your personal information held by the AFMA by contacting us. We may decline to provide you with access to your personal information, or to correct your personal information, where permitted under the Privacy Act.

If you notify the AFMA that personal information it holds is inaccurate, out-of-date, incomplete, irrelevant or misleading, the AFMA will take action to correct the information in accordance with the Privacy Act.

Changes to this policy

From time to time it may be necessary for us to review and amend this policy. We reserve the right to amend this policy at any time. You should check our website (www.afma.com.au) from time to time for our latest privacy policy.

Complaints

If you believe AFMA has breached its obligations under the Privacy Act, you may complain to AFMA.

Your complaint may be made by telephone, mail, email or fax (see 'Contact details' below).

We will acknowledge receipt and will attend to your complaint and endeavour to resolve it within 14 business days.

If, after this, you are not satisfied with the outcome, you are entitled to complain to the Office of the Australian Information Commissioner by visiting www.oaic.gov.au or by writing to GPO Box 5218 Sydney NSW 2001 or GPO Box 2999 Canberra ACT 2601.

Contact details

Email: info@afma.com.au

Telephone: (02) 9776 7900

Mail: General Counsel
Australian Financial Markets Association
Level 25 123 Pitt Street
SYDNEY NSW 2000

GDPR

The European Union (EU) General Data Protection Regulation (GDPR) does not apply to AFMA as it does not have an establishment in the EU and does not offer goods and services or monitor the behaviour of individuals in the EU. The GDPR and the Australian Privacy Act 1988 share many common requirements, including to:

- implement a privacy by design approach to compliance
- be able to demonstrate compliance with privacy principles and obligations
- adopt transparent information handling practices