

## **DATABASE POLICY**

The ARPRA Membership Database will comply with Policy and Copyright Statements on the website together with the ARPRA Privacy Policy.

Information is to be gathered by the Membership Officer of the ARPRA Membership Sub-Committee.

"Personal information collected by ARPRA Inc is for the primary purpose of membership requirements and/or competition purposes. It will not be released for any form of commercial gain and will be maintained in a secure location as per the requirements of the Privacy Act."

ARPRA has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000.

The personal information collected such as your name, address, telephone number and email address etc., by the Membership Officer and entered into the ARPRA Membership Database is for the primary purpose of membership requirements so as to provide such details as required to any service providers that ARPRA may in the future negotiate discount and/or special arrangement deals with.

To prevent any unauthorised access to your information, ARPRA has installed computer and network security, including encryption, password protection processes, anti spy ware and firewalls. The Database will be on the same secured server as the website. Only staff authorised by the President have access to the data file information. Hard copies of any information are stored in locked offices and equivalent off site secured storage areas.