



VICTORIAN SECURITY INSTITUTE INC.

Privacy Policy Statement

The Victorian Security Institute ("VSI") takes great care to respect its member's right to privacy and to fully comply with our obligations under the Privacy Amendment (Private Sector) Act 2000 (cth).

The information gathered about our members is used only in accordance with our privacy policy and to provide our members with a more enhanced service experience.

Privacy Policy

Whilst the information gathered by the VSI is an important element in our ability to provide members with superior services, our most important asset is our members trust. Keeping member's information secure, and using it only as our members would want us to, is a priority of the executive committee of the VSI.

In doing so we will ensure that:

- ⊕ We will safeguard, according to strict legal standards of security and confidentiality information our members and industry partners share with us;
- ⊕ We will limit the collection and use of member information to the minimum we require delivering superior member services. This includes advising our members about our products, services and other opportunities as well as administer and improve our business and products by incorporating member feedback;
- ⊕ We will permit only authorized persons, trained in the proper and lawful handling of customer information, to have appropriate access.
- ⊕ Member information is only disclosed to external organizations when we contract those organizations to conduct business on our behalf or to provide support services to our members relating to VSI services. Such disclosure is only made to organizations who comply with our privacy policy. These organizations are not permitted to retain any member information after they have completed their contractual obligations.
- ⊕ Any marketing materials that we convey to members will contain information, in simple language, detailing how they may remove their names from such a marketing list. At any time, members can contact us and instruct us to remove their names from such lists.
- ⊕ We will not use or disclose personally identifiable member information for any purpose other than where necessary for the facilitation of member services, except where the member gives specific written consent.
- ⊕ We will endeavor to keep member files complete and up to date, and accurate. We will inform members as to how and where to conveniently update their personal information and how to notify us of any errors, which will be promptly corrected.
- ⊕ We will continuously assess our performance against our privacy policy standards to ensure that our member privacy is respected and maintained.

Contact details for privacy matter as follows:

The Secretariat
Victorian Security Institute (Inc).
1300 555 449
info@vsi.org.au
www.vsi.org.au