

Privacy Policy

PO Box 768
Stirling SA 5152 Australia

Tel +61 08 8370 8455
Fax +61 08 8370 8381
Email enquiries@nasaa.com.au
Web www.nasaa.com.au

The private sector provisions of the [Privacy Act](#) apply to organisations (including not-for-profits) with an annual turnover of more than \$3 million.

Whilst NASAA's current scale of operation does not meet the requirements for recognition under the Privacy Act, NASAA Policy recognises the 10 National Privacy Principles (Extracted from the Privacy Amendment (Private Sector) Act 2000) given the sensitivity of licensed operator and member information collected and held. For further information on the Privacy Principles, visit <http://www.privacy.gov.au>.

* For the purposes of this policy, the term "Client" includes both NASAA Certified Operators, and NASAA Members. The term "Member" includes both NASAA Members and Subscribers.

How NASAA Collects Client Personal Records

In the course of operation of its certification service, NASAA collects personal information through the process of application (certification and membership), inspection, and annual reporting. This may include information such as contact details, survey and plan documents, input records, inspection reports, test results, sales volumes and income, incident reporting and any other details in support of continued certification or membership with NASAA. NASAA application forms, annual returns, website and other data collection forms include a Privacy statement outlining how the collected information will be used.

How NASAA will Handle Client Personal Records

NASAA will maintain and secure all records relating to licensed operators or members/subscribers for the duration of the term of the license, and/or membership and for a minimum of 5 years after cancellation of the license/membership. NASAA shall retain records of its USNOP applicants and certified operators for ten years. Any files, which are or have been subject to legal scrutiny, will be maintained indefinitely.

How NASAA will Use Client Personal Records

NASAA may collect and hold information about you for the purposes of assessing, reviewing and making decisions about your suitability for certification and/or membership, maintaining that certification and/or membership over time, and providing information on services and products that NASAA considers may be useful and informative.

NASAA will handle all such personal information confidentially and will not divulge it to any third party *excepting*.

NASAA Certified Operators

- NASAA may release information to those bodies through which it maintains accreditation, as well as meeting any lawful obligations imposed upon it by statutory authorities. NASAA shall supply to regulatory authorities only such information as is requested.

- Generalised information may be extracted to be used for statistical purposes for public reporting by NASAA e.g Annual Report, and by third party agents without disclosing personal details. NASAA shall supply such information upon written request.
- NASAA may publish notice of an individual's certification on its website. Details released will comprise contact name, registration number, certification level (conversion or certified organic/biodynamic, or certified in conversion) address, telephone, fax, e-mail and website. The primary purpose for which is to facilitate client trade enquiry and promotion.
- NASAA may provide *hardcopy* listings only of operators to third parties upon written request. The primary purpose for which is to facilitate client trade enquiry and promotion.
- NASAA may disclose copies of an individual's Certificates of Registration for the current and three previous calendar years to the general public upon request in writing.
- *For applicants for US certification:* NASAA may supply copies of any laboratory test results for the current and three previous years to the general public on request.

Any other information regarding a NASAA certified operator may be provided to the public only upon written consent of the operator to NASAA.

NASAA will not disclose confidential information to the general public where an operator has confirmed with NASAA in writing that they do not wish for their details to be provided.

NASAA will not disclose details to the general public for those operators who have ceased certification or for those currently in Precertification.

NASAA Members/Subscribers

- NASAA may release information to those bodies through which it maintains accreditation, as well as meeting any lawful obligations imposed upon it by statutory authorities. NASAA shall supply to regulatory authorities only such information as is requested.
- Generalised information may be extracted to be used for statistical purposes for public reporting by NASAA e.g Annual Report, and by third party agents without disclosing personal details. NASAA shall supply such information upon written request.

Client Access to Personal Records

As a general principle an operator certified by NASAA may have access to their NASAA file upon request provided that at least 2 working days notice is given. Written requests should be directed to the 'Privacy Officer' e-mail enquiries@nasaa.com.au or mail to PO Box 768, Stirling SA 5152.