

VNCA PRIVACY POLICY

Introduction

This document sets out the VNCA's policies on its management of personal information in accordance with the Commonwealth Privacy Act. It is available on the VNCA's website at www.vnca.asn.au. A copy will also be sent to anyone who asks for it.

The VNCA is bound by the National Privacy Principles (NPPs) under the Privacy Act. The VNCA will seek to comply with the NPPs at all times.

What sort of personal information the VNCA holds

The main personal information the VNCA holds is the membership details of its members (membership data). The VNCA also holds personal information in the form of the details of non-members who register for VNCA events or contact the VNCA (non-membership data).

The purposes for which the VNCA holds the information

The purpose for which the VNCA holds membership data is to communicate with its members to enable them to participate in the activities of the VNCA. The purpose for which the VNCA holds non-membership data is to communicate with non-members in relation to VNCA events and membership.

How the VNCA collects the information

The VNCA collects membership data from membership application forms and other information provided by members. It collects non-membership data from event registration forms and other information provided by non-members.

How the VNCA holds the information

The VNCA holds both membership and non-membership data on a secure database managed by the VNCA National Office.

How the VNCA uses the information

See "[Purposes](#)" section above, and "[Disclosure](#)" section below.

How the VNCA discloses the information

The VNCA only discloses membership data to third parties if the member concerned has agreed. The VNCA relies on commercial advertising to support membership activities, and discloses the addresses of those members who have agreed to receive advertising material for that purpose.

The VNCA does not disclose non-membership data to third parties.

Requests for access to personal information

You can request a copy of any personal information about you held by the VNCA by [contacting](#) the VNCA National Office.

Members can also access and update their membership details by logging into the VNCA website at www.vnca.asn.au/login.cfm.

Complaints

If you have a complaint about a breach of privacy by the VNCA (or any other complaint), please [contact](#) the VNCA National Office.

More information

You can get more information about the way the VNCA manages the personal information it holds by [contacting](#) the VNCA National Office.

Contact details for the VNCA National Office

Phone: (03) 5439 3202

Email: vnca@vnca.asn.au

Fax: (03) 5439 3801

Mail: PO Box 1228, Bendigo Central Vic 3552

Veterinary Nurses Council of Australia Incorporated

Vic. Reg. No. A0031255G, ABN 45 288 948 433