

The Simpler Business Institute understands and appreciates that members may be concerned about their privacy and about the confidentiality and security of information the Simpler Business Institute may gain about them. The Simpler Business Institute is committed to protecting members' privacy and to complying with the National Privacy Principles. This policy sets out the Simpler Business Institutes information handling practices and procedures.

Information Collected

Generally speaking, the Simpler Business Institute collects information about members from the e-Class registration and event registration forms so the type of information which the Simpler Business Institute collects about members and delegates will depend on how members use the services offered by the Simpler Business Institute.

Use and disclosure of information

Personal information which a member supplies is collected by the Simpler Business Institute for use in conducting its business. Such uses include matters related to the processing of membership application forms, the provision of membership and training products or services, and membership administration. Information provided in surveys that are conducted from time to time is used for statistical purposes.

The Simpler Business Institute will not disclose personal information concerning a member or a delegate to parties outside of the Simpler Business Institute, other than for a purpose made known to a member and to which a member has consented. Please note that the information provided by members may be disclosed to the Simpler Business Institute's agents, contractors or third party service providers who provide administrative, telecommunications, computer or other services to the Simpler Business Institute in connection with the operation of its business and who are under duties to the Simpler Business Institute to keep such information confidential and secure.

Security

The Simpler Business Institute maintains strict standards and security procedures to prevent unauthorised access to members' and delegates' personal information and to ensure the correct use of information.

Member access to information

The Simpler Business Institute will always try to maintain accurate, complete and up-to-date information regarding members and delegates. There are procedures in place which facilitate amendments and verification of personal information. If a person thinks that their personal information which is retained by the Simpler Business Institute may require changing or updating, they should contact the Simpler Business Institute. The AMI will then take all reasonable steps to correct the information so that it is accurate, complete and up-to-date.

Complaints

If a person has a complaint regarding the way in which their personal information is being handled by the Simpler Business Institute, they should contact the Simpler Business Institute in the first instance. If the parties are unable to reach a satisfactory solution through negotiation, the person may wish to request an independent person to investigate the complaint such as the Privacy Commissioner.