



Australian Institute of
CREDIT MANAGEMENT

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YOUR PRIVACY

AICM is committed to protecting your privacy. AICM is bound by the Australian Privacy Principals as set out in the Privacy Act (Enhancing Privacy Protection) Act 2012.

The following is information the Privacy Act requires us to communicate to all members and non-members of AICM. It is recommended that you keep this information for future reference. All AICM staff and contractors must adhere to the provisions of the AICM privacy policy.

Personal information held by AICM may include:

- Name
- Address
- Telephone Number
- Date of Birth
- Email
- Facsimile Numbers
- Employers Name
- Employer's address
- Qualifications

This information is required to ensure AICM communicates with members and non-members in accordance with the person's preference and to ensure that member's professional development (CCE) records are correct.

In addition, for AICM students this information is required to be collected for the purpose of reporting and auditing requirements of the National Vocational Education and Training Regulator Act 2011. If this personal information is not provided, then there may be delays in responding to queries, the provision of qualification and/or statement of attainment or other AICM services. AICM will only collect that personal information which is necessary for functions and activities.

AICM staff must provide information concerning education and training services to people who prefer to remain anonymous. However, registering for an event or function, enrolment and participation in a training program or recognition program requires the identification of the individual.

How AICM collects personal information

AICM will collect personal information from the individual directly.

How AICM uses your personal information

Your personal information may be used in order to:

- Provide the educational, professional and membership services you require;
- Inform you of ways the services you use can be accessed;
- Research and develop our services and;
- Gain an understanding of your education and training requirements in order to provide you with better services.

Your personal information is also collected to promote and market other services which AICM believes may be of interest to you. If you do not wish to be contacted regarding other services please advise the AICM National Office [1300 560 996](tel:1300560996) or email aicm@aicm.com.au

When do we disclose your personal information

AICM may disclose personal information to government bodies such as the National Skills Quality Authority (ASQA) for the purpose(s) established under the National Vocational Education and Training Regulator Act 2011 and to contractors engaged from time to time to provide educational, professional or membership services.

AICM will only transfer information overseas with the individual's consent.

Access, Accuracy and Secure Storage

Individuals may request and be provided with access to their personal information. All students must be advised of their rights under this policy at the commencement of a course. Requests for access should be made in writing and will, wherever possible, be granted as soon as possible. The individual making the request must be able to confirm their identity prior to the disclosure of any personal information. AICM undertakes to treat this personal information in a confidential and secure manner to maintain this information's accuracy and completeness.

AICM recommends that you promptly advise of any changes in your personal information such as your name and address.

Further information

Should you require further information concerning privacy please contact AICM National Office 1300 560 996

Alternatively you can write to the Privacy Office at P.O Box 64, St Leonards, NSW, 1590.