



## **We are committed to protecting your privacy...**

The AJS FNQ would like to ensure its members and associates that after the supply of your personal information, the AJS FNQ take the matter of information privacy very seriously.

The AJS FNQ manage your personal information responsibly and to the best of our ability and knowledge keep your data and information secure, as has been the case for over 30 years. The following AJS FNQ Privacy Policy defines how we manage personal information.

### **Collection, storage and Use of personal information:**

For AJS FNQ to function efficiently and provide information of events and membership services it must collect personal business and information data from individual members and our associates. This includes information such as name, address, and contact details. AJS FNQ may also undertake an in-house survey from time to time to determine the members level of satisfaction and needs, to enable the society to provide continual improvements. AJS FNQ takes its responsibility very seriously along with measures to ensure that your business and personal information remains safe and confidential. AJS FNQ will also destroy responsibly any business / personal information which is no longer required.

### **Access to your Personal Information:**

You are entitled to request details of any personal information that the AJS FNQ may have on record for you or your organisation relating to personal or businesses and subject to any Queensland Government Legislation or Act that may prescribe exceptions as prescribed by law.

### **Disclaimer:**

Please note that while every effort has been made to ensure that any electronic information and communications sent and obtained is secure. The AJS FNQ will not be responsible for any loss, damage, cost or expenses incurred by the receipt of information, or a third party for being able to access or interference with information that may cause damage to your computer or its operating systems in connection with your association with AJS FNQ and is not limited to electronic mail.

### **Enquiries:**

If you have any complaint or enquiry regarding the use of your personal or business information, please email to [info@ajsfnq.org.au](mailto:info@ajsfnq.org.au) for a reply with 7 working days, alternately you may put any request in writing to the AJS FNQ at: **AJS FNQ PO Box 2188, Cairns Q4870**. Or in cases or extreme urgency only, telephone **0417 756 849** and if not available, please leave a message.