



## ACN Privacy Statement

### Protecting your privacy

#### Who are we?

The Australian College of Nursing (ACN) is the national leader of the nursing profession. We are a professional nursing membership organisation, an authorised higher education provider, a registered training organisation and the Australian member of the International Council of Nurses.

#### Our privacy commitment to you

At ACN, we are committed to protecting the privacy and confidentiality of the information we collect from our Members, Students, Customers, Suppliers, Partners and from visitors to our website.

ACN complies with all applicable Commonwealth, State and Territory privacy law. Under these privacy laws, we are required to comply with a set of privacy principals. More information about these principles and Australian privacy law can be found on the Australian Information Commissioner's website [www.oaic.gov.au](http://www.oaic.gov.au).

#### What type of information do we collect?

ACN collects personal information from members or persons enquiring or applying for membership, students enquiring or applying for courses or participants in ACN events or online forums, scholarship applicants, visitors to our website, persons purchasing services or products from us and from our suppliers.

#### How do we collect this information?

Much of this information is supplied directly by the individual concerned through applications, emails, telephone calls or via online forms and the ACN website. We also collect information from publically available websites, directories, databases and via social media.

ACN uses Google Analytics to track website usage. You may amend your information or opt out of having this information collected by contacting [Google](https://www.google.com).

#### Why do we collect this information and what do we use it for?

At ACN, we only collect personal information when it is absolutely necessary for one or more of our functions or activities. We do this so that we can tailor our services to better match the needs of our members, students, customers and other stakeholders and to advocate on behalf of our members and the Australian nursing community.

We only provide others with information that would identify you if it is necessary to provide you with the service or information that you requested, you have agreed to us providing the information to them, it is already publicly available or we are compelled by law.

#### Direct marketing

At ACN we use your personal information to keep you informed about our services and publications. Australian privacy law restricts the use of personal information for direct marketing of goods and services. You may at any time amend the type or volume of direct marketing material you receive from ACN through the [MyACN](#) portal on our website.

#### How do we store and protect your information?

Your information is stored on our premises in computer systems we control and with other providers. ACN takes steps to ensure the security of the information held about you to prevent

unauthorised access and electronic intrusions. ACN regularly backup and archive our electronic databases. Our staff are bound by strict requirements regarding the protection of the privacy of the information we collect and hold about you.

ACN will keep your personal information active for as long as is reasonably required to enable us to meet your needs and the requirements of regulatory bodies and funding bodies. Membership and student records as well as other personal information may be kept on file to enable us to undertake statistical and historical analysis and reporting. When the personal information that we collect is no longer required, we ensure it is destroyed or deleted in a secure manner.

**You have a right to see and change the information we hold about you**

You can always access the personal information that we hold about you. No charge will be made for providing this access unless it would require significant time or resources. If you would like to amend any of your personal information, login into the [MyACN](#) portal on our website or contact the customer services team who can update your personal information.

If you are listed on one or more of our email lists or online communities - an opt-out option is available at all times. That way, you can choose what you wish to receive from us and unsubscribe from any unwanted emails.

However, it is not possible to opt-out of certain communications including Notices of meetings and other communications required by the *Corporations Act 2001* (Cth) (**Corporations Act**) and ACN's constitution. These must be sent to a member's nominated email or mailing address.

**What if I want more information on how we protect your privacy or I have a complaint?**

This Privacy Statement is the condensed version of ACN's Privacy Policy. ACN's full privacy policy is available on our website.

Please do not hesitate to contact our Customer Services team on 02 9745 7500 or at [companysecretary@acn.edu.au](mailto:companysecretary@acn.edu.au) if you have a concern or issue in relation to how we collect, store, use or disclose your personal information.