

## Collection Notice

Standards Australia Limited (ABN 85 087 326 690) is the peak non-government standards development body in Australia. References to "Standards Australia", "we", "us" and "our" in this Collection Notice refer to Standards Australia Limited.

This Collection Notice explains how and why your personal information (information or an opinion relating to an identified, or reasonably identifiable, individual) is being collected. It also explains the consequences of not collecting your personal information, with whom your information is shared and how your personal information is managed.

### How do we collect personal information?

Personal information may be collected by way of forms filled out by individuals (including via online forms), emails, telephone conversations, online user-generated content and market research, face-to-face meetings and interviews. Where necessary and with your consent, we supplement the information we receive from you with information from third party sources, such as your employer or nominating organisation (if you are a committee member).

Standards Australia also collects statistical information about visitors to our website. Generally, this information cannot be used to identify particular individuals but in some circumstances it may include a visitor's internet protocol address, which could be linked to the individual.

### Why do we collect personal information?

Standards Australia may use and disclose your personal information for the primary purpose of collection, or for reasonably expected secondary purposes which are related to the primary purpose, or for purposes to which you have consented, and in other circumstances authorised by the Privacy Act.

Generally, Standards Australia collects your personal information for a range of purposes, including to:

- provide you with our products or services that you have requested;
- respond to your queries or feedback;
- facilitate your participation in standards development in various capacities, including as a committee member;
- enable us and our Councillors and Members to comply with Standard Australia's functions and requirements;
- enable our standards development work in general, such as evaluating stakeholder proposals, contacting nominating organisations, sending delegates overseas and accrediting standards bodies;
- provide you with any communications or publications in which we think you might be interested, or which you have requested;
- let you know about developments in our procedures, products, services, activities and programs that might be useful to you;
- facilitate your participation in forums, social events and educational events;
- consider and manage funding applications for delegates to international and interstate committee meetings; and
- consider employment applications.

## **Consequences of not collecting personal information**

If you choose not to provide the information we need to fulfill your request for a specific product or service, or to participate in standards development activities we may not be able to provide you with the requested product or service or we may not be able to allow you to participate in our activities as a committee member.

## **Disclosure of personal information to other parties**

Standards Australia may disclose your personal information to third parties such as our members, our professional advisers, our external service providers that provide services to us (such as distribution of newsletters, standards and other publications by Standards Australia, and market research), other standards development organisations, your employer or nominating organisation, government, statutory or regulatory bodies and other committee members. We may disclose your personal information for the purposes set out above.

We may also disclose your personal information if it is required or authorised by law, where disclosure is necessary to prevent a threat to life, health or safety, or where we are otherwise permitted by the Privacy Act.

We do not sell or license your personal information to third parties.

## **Sending information overseas**

Personal information is sent overseas in limited circumstances, including to:

- Standards New Zealand which has access to committee members' personal information for the purpose of developing joint Australian/New Zealand Standards;
- committee members who reside in New Zealand, who will be provided with the contact details of other members of their committee, to enable their participation in standards development; and
- our external service providers that assist our organisation with market research and the distribution of our newsletters, standards and other publications by Standards Australia.

Standards Australia will not send your personal information to a recipient outside Australia without obtaining your consent or otherwise complying with the APPs.

The countries in which recipients are likely to be located include New Zealand, Switzerland, Luxembourg and the United States.

## **International Organization for Standardization and International Electrotechnical Commission**

Standards Australia is a member of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). If you are involved in international standardisation activities (including as a delegate to any ISO or IEC committee) then Standards Australia may also use and disclose to ISO and the IEC your personal information (including a name, email address, physical address, telephone number and role) for the purposes of the development of standards and related activities in the world with a view to:

- facilitating the international exchange of goods and services; and
- developing cooperation in the spheres of intellectual, scientific, technological and economy activity.

ISO and IEC may disclose your personal information to other countries such as those listed at:

- [www.iso.org](http://www.iso.org) or [here](#) (being the full list of countries with an ISO member representative); and
- [www.iec.ch](http://www.iec.ch) or [here](#) (being the full list of countries with an IEC member representative).

If your personal information is sent to ISO and you have any questions or concerns, you can also contact the ISO Data Protection Officer at the following email address: [DataProtectionOfficer@iso.org](mailto:DataProtectionOfficer@iso.org).

If your personal information is sent to IEC and you have any questions or concerns, you can also contact the IEC Data Protection Officer at the following email address: [info@iec.ch](mailto:info@iec.ch).

### **Access and correction of your personal information**

Please refer to our Privacy Policy for information concerning how you may access or correct the personal information we hold about you. Our Privacy Policy is available on our website ([www.standards.org.au](http://www.standards.org.au)) or upon written request.

### **Making a complaint**

To make a privacy-related complaint, please contact our Privacy Officer at the address set out below. For further details concerning our internal complaints process, please refer to our Privacy Policy.

### **Contact us**

Any complaints or correspondence in relation to this Collection Notice should be sent to our Privacy Officer at:

Standards Australia Limited  
GPO Box 476, Sydney, NSW, 2001  
Attention: The Privacy Officer  
Email: [privacy.officer@standards.org.au](mailto:privacy.officer@standards.org.au)

We will endeavour to respond to all complaints and correspondence promptly.