

What we collect from you

- Contact details, such as name, address, phone numbers and email address
- Personal details, such as date of birth, gender, employment history and educational qualifications
- Photos, videos and other reasonably identifiable electronic media
- Organisational information to support scope of service provision, and delivery of audits and assessments
- Commonwealth, state or organisational generated personal identifiers and codes
- Credentialing and probity information required by Commonwealth or state child protection or disability regulation
- Memberships and registrations with professional bodies
- Any current conflicts of interest including information about an individual's membership or leadership of an association or company, and
- Bank account, credit card and other financial details relevant to payments for invoicing.


QIP Certifications Privacy Information



Contact Us



For further information about privacy or to read our privacy policy, please contact our privacy officer:

 1300 089 981

 info@qipcertifications.com.au

 www.qipcertifications.com.au

Your privacy matters

QIP Certifications fosters a culture of privacy. All personal information gathered, as part of audit and other activities is respected, managed and protected by our systems and processes, in line with the *Privacy Act 1988* (Privacy Act). The implementation of a strict privacy policy means you can rest assured that your data remains confidential.

With this in mind QIP Certifications takes all reasonable steps to manage personal and organisational information in a secure and respectful manner. Our organisation has a designated privacy officer who manages all privacy matters.

Our privacy policy is available on the QIP Certifications website. All current and prospective clients of QIP Certifications also receive a copy of our privacy policy in our welcome pack.

How we use your personal information

QIP Certifications takes all reasonable steps to ensure that personal or organisational information, held in electronic or hard copy, is only used for its intended purpose. These uses will be communicated and can include the following circumstances:

- Workforce management and planning
- Contract management
- Audit activities
- Reporting activities
- Emergency and crisis management
- Mandatory reporting and other regulatory or legislative requirements
- Risk management
- Gathering research data for internal measurement and sector development, and
- Quality control activities.

Your consent

To the best of our ability, QIP Certifications will undertake all reasonable means to seek consent from individuals or companies involved in audit or business activities. This consent applies to the collection, holding, using, disclosing and disposing of personal and sensitive information while ensuring adherence to requirements outlined in the Privacy Act.

Consent will be sought in writing wherever possible, or verbally where an individual's consent is witnessed by an identified advocate or person responsible.

Request for access

- Requests can be made in person, by phone or in writing including email
- Each request is documented by QIP Certifications' designated privacy officer
- Each individual's identity is verified by the privacy officer using current identity documents or persons responsible in specific cases; the process will take no more than 30 days
- Where a person requests that their information be changed, in any way, the same process will be followed, and
- The requesting individual will be given information on making an internal and external complaint about any decision made at the time of the request and in the formal response letter.

I have a privacy concern

If you have a concern or complaint about your privacy, you can contact the QIP Certifications Privacy Officer on the details below.



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