

# CTIAQ - Privacy Policy Highlights

Last updated September 2016

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Caravan Trade & Industries Association of Queensland ABN 46 009 859 367 and its Related Bodies Corporate (as defined by the provisions of the *Corporations Act 2001* (Cth)) (**CTIAQ**) in relation to personal information collected by CTIAQ, and contains some of the highlights of our Privacy Policy.

To find out more about our privacy practices, see our online [Privacy Policy](#). Please read the summary below and click on the link for more details on a particular topic.

CTIAQ supports the importance that the community places on the maintenance of informational privacy of individuals' personal and sensitive information. This extends to the collection and management of information held in its records regarding individuals.

CTIAQ's Privacy Policy is to inform people of:

- how and when we collect personal information;
- how we use and disclose personal information;
- how we keep personal information secure, accurate and up-to-date;
- how an individual can access and correct their personal information; and
- how we will facilitate or resolve a privacy complaint.

## ***The kinds of personal information collected, used and disclosed by CTIAQ***

At CTIAQ, we will only collect, use or disclose personal information for the primary purposes for which it was collected and consented to by you, as set out in our Privacy Policy, or as otherwise required or authorised by law, including the *Privacy Act 1988* (Cth).

Broadly speaking, the kinds of personal information CTIAQ collects (and the uses made of that information) can be broken down into the following main categories:

- *Sales and enquiries;*
- *Credit Information;*
- *Marketing Services;*
- *Human resources; and*
- *Membership Application.*

The types of information we collect, and the related uses and disclosures, are listed in the table of [Section 2](#) of our Privacy Policy.

CTIAQ only discloses your personal information to those parties external to CTIAQ where those third parties assist us in carrying out our services or are a related party to CTIAQ. Examples of those organisations are listed in the disclosure column of the table in [Section 2](#) of our Privacy Policy and as otherwise set out in our [Credit Reporting Policy](#).

## ***How CTIAQ collects and holds personal information***

It is our usual practice to collect personal information directly from the individual that the personal information concerns. We will notify you of the purpose for the collection of personal information at or around the time of collection.

Sometimes we may collect personal information from a third party. If we have collected personal information from a third party we will, whenever reasonably possible, make you aware that we have done this and why unless special circumstances apply. The types of third parties from whom we will collect personal information about you are listed in [paragraph 3.2](#)

### **Direct Marketing**

You give your express and informed consent to CTIAQ using your personal information for the purposes set out in the *Sales and Enquiries, Membership Application and Marketing Services* sections of the table at [Section 2](#) of our Privacy Policy, to provide you with information and tell you about our services which we consider may be of interest to you.

You may unsubscribe from receiving any further communication from us at any time. If you do not wish to receive direct marketing communications from CTIAQ, please contact us via the details provided below, or follow the unsubscribe links in any email communication you may receive from us.

### **Credit Information and our Credit Reporting Policy**

To the extent you provide CTIAQ with personal information which is credit information or to the extent we collect any credit information about you from a third party, CTIAQ's Credit Reporting Policy shall apply.

The type of credit information that may be collected from you is set out in the table at [Section 2](#) of our Privacy Policy. Please see [Section 7](#) of our Privacy Policy and our [Credit Reporting Policy](#) for further information.

### **Cross Border Disclosure**

It is possible that some of the information collected by CTIAQ may be disclosed to our related bodies corporate, contractors, agents and service providers outside of Australia. You consent to your information being disclosed to a destination outside Australia for this purpose and you understand and acknowledge that Australian Privacy Principle 8.1 will not apply to such disclosures of your personal information. Please see [Section 9](#) of our Privacy Policy and the Cross Border Disclosure Table for more details in relation to any cross border disclosure made of your personal information.

### **Security and Access**

CTIAQ takes steps to protect the personal information we hold against unauthorised access, loss, use, modification or disclosure. Please see [here](#) further information, as we require you to notify us should the personal information we collect from you need updating.

### **CTIAQ's Obligations**

CTIAQ is bound by the *Privacy Act 1988* (Cth). For more information, please see our complete [Privacy Policy](#).

### **How to contact us**

For further information or to make a complaint, please see [here](#) or contact the Privacy Officer at [admin@caravanqld.com.au](mailto:admin@caravanqld.com.au) or write to us at PO Box 5542, Stafford Heights Qld 4053.