

**AUSTRALIAN & NEW ZEALAND INFERTILITY  
COUNSELLOR'S ASSOCIATION (ANZICA)  
POLICY FOR THE MANAGEMENT OF PERSONAL INFORMATION  
(NATIONAL PRIVACY ACT AMENDMENT 2000)**

This document describes the policy of The Australian and New Zealand Infertility Counsellor's Association (ANZICA) for the management of personal information derived for the purpose of determining eligibility for ANZICA membership. ANZICA is bound by the legal requirements of the National Privacy Principles from the Privacy Amendment (Private Sector) Act 2000.

**Client Information:**

Hard copies of membership applications are held in a secure filing cabinet, which is accessible only to the ANZICA Membership Committee. An electronic copy of personal information is also held on a secure access database. The information on each file includes personal information such as name, address, contact phone numbers and other information, which is relevant to the determination of membership. Hard copy and electronic files are retained for a period of seven-years, or until a member resigns their membership, after which files are destroyed.

**Purpose of Holding Information:**

The information is gathered as part of determining eligibility for membership to ANZICA. The information is retained as a record of application and to document the basis of a membership determination

**Requests for access to Information:**

At any stage an applicant may request to see the information on his or her own membership file. The Membership Secretary may discuss the contents with them &/or give them a paper copy. A \$5.00 photocopying & postage charge may apply if copies of information are required. All requests for access to information should be made in writing to the Membership Secretary. Requests will be responded to within 14 working days and a telephone appointment will be made if necessary for clarification purposes.

**Concerns:**

If you have a concern about the management of your personal information, please inform the President of ANZICA. Upon request you can obtain a copy of the National Privacy Principles, which describes your rights & how your information should be handled. Ultimately, if you wish to lodge a formal complaint about the use of, or access to, your personal information, you may do so with the Office of the Federal Privacy Commissioner on 1300 363 992, or GPO Box 5218, Sydney, NSW 1042.