

The CEO Institute understands that it is an individual's right to keep their personal information private. We are committed to protecting and maintain the privacy, accuracy and security of personal information of members and other persons whose information we collect.

#### Federal Privacy Laws and The CEO Institute

Federal Privacy Laws became effective from 21 December 2001. The legislation regulates the way organisations can collect, use, keep secure and disclose personal information.

Businesses are required to handle personal information in accordance with the Australian Privacy Principles as outlined in the legislation.

The CEO Institute is bound by and supports the Australian Privacy Principles for the handling of personal information.

#### What kind of information does The CEO Institute collect?

The CEO Institute collects information about:

- ◆ Members and associates and their businesses prior to and during the course of their association with The CEO Institute
- ◆ Candidates for educational and other courses developed, managed or promoted by The CEO Institute
- ◆ Job applicants, staff members, volunteers and contractors, and
- ◆ Other people who come into contact with The CEO Institute

#### Personal information

The CEO Institute collects personal information via forms filled out by members, staff or sales representatives, face-to-face meetings, interviews, surveys and telephone calls.

#### Personal information provided by other people

In some circumstances The CEO Institute may be supplied with personal information about an individual from a third party, eg, a referral from an existing member, chairman, staff or sales representative or information supplied by a university about a candidate for an educational course.

#### Photographs and video of your image

When attending functions and events organised by The CEO Institute, individuals may be photographed or videoed and unless an objection is raised at the time, individuals are deemed to consent to such photography and video being used and reproduced in The CEO Institute's publications, marketing collateral, websites, social media and other promotional material.

#### Updating and correcting personal information

The CEO Institute endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update or correct their personal information held by The CEO Institute by contacting The CEO Institute at any time during business hours or via email.

#### Management and security of personal information

The CEO Institute has in place steps to protect the personal information The CEO Institute holds including locked storage of paper records and pass-worded access rights to computerised records both on the premises of The CEO Institute and on The CEO Institute's website.

#### How will The CEO Institute treat sensitive information?

Sensitive information means:

- ◆ Information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or a criminal record and health information.

Unless you agree otherwise, or is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose.

#### How The CEO Institute uses personal information provided

- ◆ To keep members informed about matters relating to their membership through meetings, correspondence and reports
- ◆ For administration
- ◆ To look after members' professional development and social well-being
- ◆ For marketing
- ◆ To administer and process candidates for educational courses
- ◆ To satisfy The CEO Institute's legal obligations and permitting The CEO Institute to discharge its duty of care

#### Who might The CEO Institute disclose personal information to?

The CEO Institute may disclose personal information held about an individual to:

- ◆ Legal authorities, if legally obliged to do so
- ◆ People providing services to The CEO Institute, eg, chairmen, expert speakers, etc.
- ◆ Recipients of The CEO Institute's publications, eg, The CEO Report or newsletters
- ◆ Member organisations
- ◆ Anyone that members authorise The CEO Institute to disclose information to
- ◆ Related entities or business partners of The CEO Institute

#### Individual's rights

Under the Commonwealth Privacy Act, an individual has the right to access any personal information which The CEO Institute holds about them and to advise The CEO Institute of any perceived inaccuracy.

#### Complaints

Any complaints about a breach of the Australian Privacy Principles should be addressed in writing to 'The Chairman & Chief Executive Officer, The CEO Institute Pty Limited, PO Box 297, Glen Iris, Victoria 3146'. The CEO Institute will investigate the complaint and respond in writing within 21 days.

#### Disclosure to overseas recipients

The CEO Institute may disclose personal information about members to persons in New Zealand, USA and any other country or territory where The CEO Institute has members residing. Such disclosure will be on the same basis as set out in this policy, except that The CEO Institute cannot take steps to ensure that the overseas recipient does not breach the Australian Privacy Principles and to this extent, subclause 8.1 of the Australian Privacy Principles will not apply.

#### Enquiries

(Further information: [www.privacy.gov.au](http://www.privacy.gov.au))

To view The CEO Institute's Privacy Policy or to make a request to access any personal information The CEO Institute holds, please write to your relevant local office.

## Acknowledgement & Acceptance

The CEO Institute is bound by and supports the Privacy Act and the Australian Privacy Principles. The CEO Institute takes its responsibilities in handling personal information very seriously. The CEO Institute is committed to protecting and maintaining the privacy, accuracy and security of personal information.

In order for The CEO Institute to provide information to you, please sign the statement below, acknowledging your acceptance of The CEO Institute's Privacy Policy.

### I acknowledge having read the Privacy Policy of The CEO Institute and consent to the terms of the Privacy Policy.

I understand I may be privy to or included on lists with the personal and company names and contact details of members of The CEO Institute. I undertake not to forward on or divulge any members' details.

Signature:

Print Name:

Position:

Organisation:

Date: