

Australian Federation of Energy Medicine Privacy Statement

Any personal information you have chosen to provide for the purpose of receiving further information, order forms or free newsletters, will not be shared with any other organisation for commercial purposes.

We value your privacy and have a firm commitment to **absolute** client confidentiality.

It is the policy of the Australian Federation of Energy Medicine (AFEM) to abide by all governing rules, regulations and acts associated to Privacy, Internet Content and the dissemination of information electronically.

Terms & Conditions

Definition:

Client is the person who has provided the personal details appearing in the opt-in form being submitted.

1. Our commitment

We are committed to preserving and respecting your privacy and complying with the Privacy Act 1988.

2. Terms & Conditions

2.1 Acceptance

By joining you will be requesting the AFEM to provide Information and Services. If the AFEM chooses to provide the Information and Services to a Client, the Client agrees to be bound by these terms and conditions. A client must not reproduce and/or disseminate any information provided and/or sourced from the AFEM without the written permission from the AFEM.

2.2 Information disseminated

Any information disseminated and or services provided to a Client is done under the understanding that the person submitting personal details to the AFEM is the same person described in the said details, and that person is over the age of 18 years at the time of submission.

2.3 Information we collect from you

We collect information such as contact information and other personal information to enable us to facilitate the dissemination of information and the provisioning of services of our Association to parties who are in agreement with these conditions.

2.3 Sensitive information

We do not collect sensitive information such as your race, religion, beliefs or sexual preference except where you have consented or where we are permitted or required by law to do so.

2.4 Accuracy

In the process of the provisioning of both information and/or services to the client, the AFEM will attempt to ensure that the information provided by the AFEM and/or by any third party via the AFEM will be accurate and permitted for release at the time of release. If information is found to be not accurate and or the permissions for release of information is deemed not to been given, the AFEM will not be liable for this error and no responsibility will be placed upon the AFEM by any client.

3. What happens if you choose not to provide the information?

You do not have to give us your personal information. However, if you choose not to, we are unable to provide you with our services.

4. Use of personal information

We use your personal information:

- To identify you so that we can provide information and/or services to you;
- Administer our provisions of information and/or services;
- To improve the services we provide to you and to inform you about any improvements or changes in information and/or services; and
- To comply with our legal obligations.

5. Disclosure of personal information

We will not disclose personal information we collect about you to any third parties without your prior consent. Similarly, we will not sell any information we collect about you.

However, we may disclose personal information about you:

- To third parties where you have given consent to the disclosure; and
- To government, law enforcement and regulatory bodies where this is necessary for us to comply with our legal obligations.

6. Non-identifying information

We may collect (and provide to third parties) information about the way you browse our website or other information on the Internet. This information cannot be used to identify you or any other individual customer or visitor to our website. The information is used to collect and analyse statistics about browsing behaviour for marketing and development purposes. For example, we may use such information to make improvements to our website.

7. You can access and correct information

We will take all reasonable steps to ensure that your personal information which we collect, use or disclose is accurate, complete and up-to-date.

If you wish to access the information we hold about you, please send an email to our privacy compliance officer (see contact details below) and we will respond to you within 30 days.

8. Security

We take all reasonable steps to protect the security of the personal information that we hold. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

You should be aware that the Internet is not a secure environment. If you use the Internet to send us information, including your email address, it is sent at your own risk.

9. Updating our privacy statement

We may revise or update our privacy statement occasionally.

10. Complaints and further information if you have any complaints about our privacy practices or would like further information please contact our Privacy Compliance Officer.

11. Contact details for our Privacy Compliance Officer e-mail: info@bioenergetics.org.au