

Privacy Policy

Australian Family Tree Connections magazine abides by Australia's National Privacy Principles (for more details see www.privacy.gov.au/law/act/npp) and does not give or sell its subscriber mailing lists to any person or organisation.

Our commitment to your privacy

AFTC Publishing Pty Limited, publisher of *Australian Family Tree Connections* magazine, abides by Australia's National Privacy Principles and is committed to respecting your right to privacy and your right to control the accuracy of your personal information.

- We are committed to protecting your privacy in all your dealings with us: when you subscribe to our magazine, buy one of our other products, or visit our website.
- We only collect personal information that is needed for or directly related to the functions and activities associated with delivering the magazine subscription or other goods you have purchased. We protect your details through encryption, firewalls, building and computer security systems.
- We do not share information about you with any other organisation beyond what is necessary to deliver the goods or services you have ordered from us.
- You are welcome to review the information we hold about you.

This policy covers information that identifies you as an individual. It also covers information from which your identity is apparent or could reasonably be ascertained (e.g. by matching different sets of data held by AFTC Publishing Pty Limited).

Information we collect

We only collect personal information about you to supply you with products you order, i.e.:

- Subscribe to *Australian Family Tree Connections* magazine
- Buy a Back Issue, annual Index or Magazine Binder from us
- Or it is required by law.

How your personal information is used and disclosed

We will not use or disclose or permit the use or disclosure of personal information that could be used to identify an individual except in the following circumstances:

- When you purchase something from us we will use the information you provide to deliver any goods you have requested (e.g. if you subscribe to *Australian Family Tree Connections* magazine, we will send you your magazines and renewal notices).
- Personal information collected by AFTC Publishing Pty Limited will not be given, sold or rented for use by any other organisation or for any other purpose.
- AFTC Publishing Pty Limited does not transfer personal information about individuals to anyone else or any other organisation in a foreign country.

The quality and security of your personal information

AFTC Publishing Pty Limited will take all reasonable steps to ensure the personal information we hold about you is relevant, not excessive, accurate, complete and up-to-date. Each time we contact you we will give you an opportunity to correct or update details and you may contact us at any time during business hours if you wish to check or change your personal information.

Our customer records are protected by a range of security measures: encryption, firewalls and/or computer network security systems, restricted access and building security systems. Personal information about former customers is retained for a period of time after the customer relationship ceases as required by law (e.g. financial records must be kept for 7 years) and as part of AFTC Publishing Pty Limited's intellectual property base.

Employees of AFTC Publishing Pty Limited are trained in and abide by this privacy policy and are required to sign a confidentiality agreement. Adherence to this policy is reviewed annually by AFTC Publishing Pty Limited.

How to check or correct your personal information

Subscribers and other customers of AFTC Publishing Pty Limited are welcome to request access to their personal information held by us. Please write to us at:

Privacy Officer, AFTC Publishing Pty Limited, PO Box 322, Gosford NSW 2250.

and include the following details so that we can identify you:

- your full name and address as they appear in our records
- your daytime phone number and email address (if applicable)
- details of your subscriptions and/or of your recent purchases from us.

Because email is relatively insecure, we ask that you put this information in a letter or fax rather than in an email. We will provide you with the personal information we hold about you within seven (7) working days of receiving your request in writing.

Changes to this privacy policy

Our Privacy Policy is regularly reviewed and all updates are published on our website.