

## Protecting your privacy

EMDR Association of Australia Ltd (EMDRAA) is committed to protecting the privacy of personal information held or collected by EMDRAA.

### Personal information

Personal information held by EMDRAA may include:

- Your name
- Contact details (including mail and email address, phone numbers and fax numbers)
- Demographic information
- Academic qualifications
- Business details

### How we collect personal information

EMDRAA collects personal information via:

- The membership application form submitted on-line or by mail or fax
- Correspondence and phone calls
- Brochure order forms or other forms for any such Association products developed.
- The Association may also seek personal information from publicly available sources such as registration boards, for the purpose of verifying information provided to the Association.

### How we use your personal information

Your personal information will only be used to:

- Provide you on-line access to *The Journal of EMDR Practice and Research*
- Advise you of your membership status e.g. when renewal is due
- Inform you about EMDRAA events and EMDR conferences locally, nationally and internationally
- Communicate with you through the EMDRAA Newsletter.

### When we disclose your personal information

- To provide you on-line access to *The Journal of EMDR Practice and Research* we disclose only your first name, surname and email.
- To provide Full Members access to the Find-a-Therapist website we will disclose:
  - Your name
  - Contact details (including mail and email address, phone numbers and fax numbers)
  - Demographic information
  - Academic qualifications
  - Business details
- To inform you about EMDRAA events and EMDR conferences locally, nationally and internationally and to send you the EMDRAA Newsletter, only the Secretary of EMDRAA will use your email details, using the BCC function to protect your privacy.
- To process your application, or advise you concerning annual renewal of membership, the Administration Committee headed by the Secretary will use your information to contact you.

**Accuracy of personal information**

EMDRAA strives to keep accurate records of the personal information we collect. Accuracy depends on the information provided to EMDRAA. Members can update their personal details in the “Manage your membership” section of the website. Those who wish to query the accuracy of personal information held about them may contact the Privacy Officer as set out below.

**How to contact the EMDRAA**

If you have any questions in relation to the privacy of your personal information, please contact EMDRAA, 21 Scott Street, South Fremantle, WA 6162 or email the Secretary at [secretary@emdraa.org](mailto:secretary@emdraa.org) or the President at [admin@emdraa.org](mailto:admin@emdraa.org).

For urgent matters, phone the President on 0408 900 413.