



# ANZTB Privacy Policy

## INTRODUCTION

The Australia and New Zealand Testing Board (“ANZTB”) complies with both the Australian Privacy Act 1988 and the New Zealand Privacy Act 1993 when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on either of the Acts, see <https://www.australia.gov.au/privacy> (Australia) or [www.privacy.org.nz](http://www.privacy.org.nz) (New Zealand).

## CHANGES TO THIS POLICY

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

## WHO DO WE COLLECT YOUR PERSONAL INFORMATION FROM?

We collect personal information about you from:

- You, either:
  - when you provide that personal information to us, including via our website, Facebook signup form, other electronic forms or through any contact with us (e.g. telephone call, mail or email), or
  - when you register for an event and advise us you would like to be added to our mailing list, or
  - when you register for our exams

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## HOW WE USE YOUR PERSONAL INFORMATION

We will use your personal information:

- to record exam and certification information,
- on the ANZTB Certified Testers List (CTL) (<http://anztb.org/certifiedtesters.php>), only if you provided your consent on the Registration form for paper based exams, or on the CTL form issued to you after passing an eExam,
- to send to the ISTQB® to use on their Successful Candidate Register (SCR), only if you signed the consent form (<http://www.anztb.org/userfiles/files/SCR-2017.doc.pdf>) to be added to the ISTQB® SCR,
- with your consent, to email you about ANZTB news, updates, and promotions (including promotions from the ISTQB® (<https://www.istqb.org/>) and our accredited training providers)

## DISCLOSING YOUR PERSONAL INFORMATION

We do not disclose your personal information to any other 3rd party.

With your written consent (<http://www.anztb.org/userfiles/files/SCR-2017.doc.pdf>), we will send basic information about you to the ISTQB® to be included on the Successful Candidate Register (SCR).

We may need to disclose your personal information to any person authorised by either the Australian or New Zealand Privacy Acts or another law (e.g. a law enforcement agency)

## PROTECTING YOUR PERSONAL INFORMATION

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

## ANZTB Privacy Policy

### ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

Subject to certain grounds for refusal set out in the Australian or New Zealand Privacy Acts, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

### DATA MANAGEMENT AND SECURITY

Data held by the ANZTB is stored in secured databases that maintain strict access and password policies, and cannot be seen by anyone outside of the ANZTB. No personal data is shared with any other person or organisation, with the exception of basic data sent to the ISTQB® (only if written consent (<http://www.anztb.org/userfiles/files/SCR-2017.doc.pdf>) is provided by you to the ANZTB) and remains under strict access restrictions.

### YOUR CONSENT

By accessing this website or any other electronic media owned by the ANZTB, or by submitting information to the ANZTB, you consent to the ANZTB collecting, maintaining, using and disclosing personal information about you and provided by you or by another person as described above