

## NATIONAL HERD IMPROVEMENT ASSOCIATION OF AUSTRALIA INC.

### Privacy Policy

#### Introduction

The National Herd Improvement Association of Australia Inc. (NHIA) is a national representative and service body for the Australian Herd Improvement industry. The membership comprises organisations that provide products and services direct to farmers and also organisations that supply products and services to the industry generally.

#### Information Held

NHIA maintains information of a personal nature as follows;

- \* Member Information
- \* National AI Technician Database
- \* Professional AI Technicians Register
- \* Professional AI Technician Accreditation Records
- \* Accredited Semen & Embryo Handlers

#### Member Information

Member information is kept in both hard copy and electronic formats to record key contacts, communication and general interaction with Members including financial records with regards to subscriptions and trading activities.

Such information is maintained to comply with statutory requirements and is under medium security, insofar that it is appropriately secured and is not generally available to third parties.

The information is collected in the normal course of trading or is voluntarily provided by the member concerned.

Financial information is not disclosed to third parties. Membership details, contact numbers, etc are disclosed from time to time by way of membership lists, web site, Email and other media.

#### National AI Technicians Database and Professional AI Technicians Register

This information, which is collected in response to industry requests, is essentially of a factual nature and acts as a brief employment history. The information is provided to NHIA by the employers of AI Technicians on a voluntary basis. It is not known whether such employers have obtained permission from their employees to provide such information. As of 1 July, 2002, employers will be required to obtain permission to provide details to NHIA in accordance with the privacy principles outlined in the Amendment to the Privacy Act.

The data held consists of

- \* Name in full
- \* Date of birth
- \* Dept of Agriculture Number (if verifiable)
- \* Technician Id Number (TIN)
- \* Number of inseminations with data supplying employer
- \* Period(s) to which insemination numbers relate

Upon receipt of this information, NHIA records the details for each technician and allocates a unique industry identification number for each technician. NHIA advises the data supplying/employing centre of the unique industry ID number for each technician for which they supplied data. This industry identification number is applied to the particular technician wherever he/she may be employed in subsequent periods and, for industry purposes, supersedes all other registration numbers, including the now defunct Dept of Ag Number.

Updating information is sought from each Centre annually, on a calendar year basis, along the following lines for all technicians engaged during the previous year:

- \* Technician Id Number (TIN)
- \* Name in full
- \* Date of birth
- \* Number of inseminations
- \* Year for which data relates

The employment history serves only as a record of positions. The purpose of the information is for employment verification only. No assessment of performance efficiency is collected.

Information on individuals held on this data base may be provided to third parties, but only on request and only in respect of validating known activity.

Such information is held under medium security, insofar that it is appropriately secured and is not generally available to third parties.

#### Professional AI Technician Accreditation Records

A task that NHIA has been requested to manage in behalf of the industry is the accreditation of Professional AI Technicians.

The purpose of the accreditation program is to encourage the highest possible standards in the AI Industry and, in so doing, to foster increased professionalism.

Applicants seeking admission to the examinations for subsequent accreditation must have completed a DIY insemination course approved in Australia, completed 200 inseminations under the supervision of a qualified professional inseminator, been nominated by an organisation providing a professional AI service in Australia, and paid the requisite examination course fee to NHIA as organiser.

Upon completion of the examination process, the examiners provide NHIA with a written report detailing the results of both the practical and theory examinations for each course participant. NHIA furnishes the examination results to the participant together with a resume of any comments made by the examiners, however such comments remain confidential between NHIA, the participant and the examiners. NHIA does not advise the participant's nominating body of the success or failure of the participant unless the participant has previously so agreed.

When technicians have fulfilled the necessary requirements, NHIA issues an accreditation certificate and records the details in a register.

The names of accredited technicians are published by NHIA and, upon enquiry, NHIA will provide the names of accredited persons to third parties.

Information with regard to this accreditation program is held under medium security, insofar that it is appropriately secured and is not generally available to third parties.

#### Accredited Semen & Embryo Handlers

NHIA has been requested by industry to develop and manage, for the professional betterment of the industry, the accreditation of Semen and Embryo Handlers. The development of this program is almost complete.

The purpose of the accreditation program is to encourage the highest possible standards in the AI Industry and, in so doing, to seek to provide the end user with the best possible product.

Applicants seeking accreditation must have been nominated by an organisation involved with the handling of Semen and Embryos and have paid the requisite program fee to NHIA as organiser.

Upon completion of the examination process, the examiners provide NHIA with a written report detailing the results of the examinations for each participant. NHIA furnishes the results to the participant together with a resume of any comments made by the examiners, however such comments remain confidential between NHIA, the participant and the examiners. NHIA will not advise the participant's nominating body of the success or failure of the participant unless the participant has previously so agreed.

When participants have fulfilled the requirements, NHIA issues and accreditation certificate and records the details in a register.

The names of accredited persons are published by NHIA and, upon enquiry, NHIA provides the names of such persons to third parties.

Information with regard to this accreditation program is held under medium security, insofar that it is appropriately secured and is not generally available to third parties.

Privacy Officer

The person to contact for any information on how we collect, store and manage our information on technicians and members is the NHIA Chief Executive.