



Application For Membership

Type of Membership First Member for your Company **FULL** \$500
 Subsequent Members for your company **ASSOCIATE** \$200

Applicant Details		
Family Name		
First Name		
Home Address		
Street		
City	State	Postcode
Home Phone	Fax	Mobile
Email Address		
Microsoft Certifications		
Other Qualifications		

Company Details		
Company Name		
Company Address		
Street		
City	State	Postcode
Company Phone Number	Fax	
Company Web Site www.		
A.B.N.		
A.C.N.		
Microsoft Certifications		
Date Commenced Trading / /		

Acknowledgment and Undertaking:

I have read SBITPA Rules and the SBITPA Code of Ethics
 I agree to support the objects of the SBITPA and to be bound by its rules, regulations, by-laws and Code of Ethics.
 I acknowledge that any certificate issued in respect of my accreditation by the SBITPA remains at all times the property of the SBITPA and, in the event of my membership terminating, I undertake not to display or cite that Certificate as a credential.
 I acknowledge that my application is subject to determination by the SBITPA, which also reserves the right to determine my category of membership.
 I acknowledge that a full member has 1 vote in any election and an associate member has NO voting rights.
 I acknowledge that each company can only have one full member.

Signature of applicant

Code of Ethics

An essential characteristic of an association is the need for its members to abide by a Code of Ethics. The Association requires its members to subscribe to a set of values and ideals which uphold and advance the honour, dignity and effectiveness of the profession of information technology.

1. A member of the association must be honest, forthright and impartial in dealings with their fellow members and their clients.
2. A member must act with professional responsibility and integrity in their dealings with the association, clients and employees.
3. A member must work competently and diligently for their clients and fellow association members.
4. A member must be honest in their representations of skills, knowledge, services and products.
5. A member must enhance their own professional development, and that of their colleagues and employees.
6. A member must endeavour to preserve the integrity and security of the information of others.
7. A member must respect the proprietary nature of the information of others.
8. A member must endeavour to preserve the confidentiality of the information of others.
9. A member must advise their client of any potential conflicts of interest between their assignment and legal or other accepted community requirements.
10. A member must endeavour to provide products and services which match the operational and financial needs of their clients.
11. A member must accept responsibility for their work.
12. A member must advise their clients when they believe a proposed project is not in their client's best interest.
13. A member must not knowingly mislead a client or potential client as to the suitability of a product or service.
14. A member must not misrepresent their skills or knowledge.
15. A member must give opinions which are as far as possible unbiased and objective.
16. A member must protect and promote the health and safety of those affected by their work.
17. A member must consider and respect people's privacy which might be affected by their work.
18. A member must continue to upgrade their knowledge and skills.
19. A member must respect, and seek when necessary, the professional opinions of colleagues in their areas of competence.
20. A member must not knowingly engage in, or be associated with, dishonest or fraudulent practices.
21. A member must not attempt to enhance their own reputation at the expense of another's reputation.
22. A member must take appropriate action if they discover a member, or a person who could potentially be a member, of the Association engaging in unethical behaviour.
23. A member must respect and protect the integrity of their fellow members and assist them to improve and develop their businesses where possible.
24. A member must not knowingly poach any fellow member's clients.
25. A member must not criticise any fellow member's work in the presence of their client. They must however, make any shortcomings in any members work known to that member and assist the member, where possible, to correct any such shortcomings.



Privacy Policy

This is the Privacy Policy standard to be achieved, or exceeded, by all Office Bearers of the SBITPA and for others providing services to or on behalf of the SBITPA.

Protecting personal information is important to the SBITPA and personal information will be held in strictest confidence.

Personal information will only be used for the purposes it was collected or in any way that the provider gives SBITPA permission to use it.

Collection

"Personal Information" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

The SBITPA collects personal information for the purpose of providing members with a comprehensive range of membership services.

When collecting personal information by whatever means the SBITPA will ensure that appropriate notices are given and consents obtained in accordance with the National Privacy Principles.

Disclosure of personal information

Personal information provided to SBITPA will not be disclosed to other organisations or individuals without the provider's express permission or when obliged to provide such information by lawful authority.

The SBITPA will from time to time enter into contractual agreements with other organisations to provide services/benefits to SBITPA members. On occasion, personal information on SBITPA members will be released to those contracted organisations for the purposes that the contract was entered into. Members will be given the opportunity of opting out of receiving communications from these organisations when applying for membership and when renewing membership, or at any time by contacting the SBITPA.

SBITPA will never sell, trade, lease or rent any personally identifiable information to other companies except as stated and agreed when collecting information from members or other persons.

The SBITPA reserves the right to communicate with members about the essential affairs of the Association.

Security of personal information

SBITPA will maintain all personal information in controlled environments that are secured against unauthorised access.

Correct, update or delete personal information

Every effort is to be made to ensure that personal information held on members is current, accurate and complete. Personal information will be deleted at the member's request.

Contracted Service Providers

Contracts with all service providers/consultants whose service involves access to personal information must be subject to contract terms that include compliance with the SBITPA Privacy Policy.

Privacy complaints

If you are unhappy about the way we have handled the privacy of your personal information, you may complain in person, by telephone or in writing.

You should send your complaint to:

The President
Small Business I.T. Professionals Association Inc.
Unit 12
17-19 Miles Street
Mulgrave VIC 3170