



*The Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists (ASCEPT)*

## **PRIVACY POLICY FOR PERSONAL INFORMATION**

**Policy No: 2**

**Date: 10 October 2013**

**Amendments: 2 May 2014**

### **Cross References:**

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#### **Preamble**

ASCEPT respects the privacy of its members' personal information by adhering to privacy laws. This policy outlines how ASCEPT manages information collected through the use of its website. This information does not extend to external websites linked from the ASCEPT website.

#### **Purpose and Policy**

The purpose of this Privacy Policy is to articulate how the Society protects personal information.

ASCEPT is covered by the *Privacy Act 1988* ('the Privacy Act'). New Privacy laws commenced on 12 March 2014 that introduce the new Australian Privacy Principles ('APPs'). The APPs set out the way organisations can collect, use, disclose and provide access to personal and sensitive information.

The Society complies with the requirements of the national Privacy Act 1988 (Cwlth) (Australia) and the Privacy Act 1993 (New Zealand) and has adopted the Australian National Privacy Principles as the guidelines for ensuring the protection of personal information in its care.

Personal information is any information that identifies or could identify a person, whether it is true or not. It includes, for example, your name, age, gender and contact details.

This policy applies to all personal information collected, stored, used and disclosed by the Society.

This policy statement explains:

- What personal information the Society collects.
- How the Society uses/discloses that information.
- How the Society stores that information.
- Entitlement to access personal information.

## **What Personal Information is collected**

The Society only collects personal information that is relevant to and necessary for it to serve and work with its members and other individuals (collectively "you") and to comply with legal requirements.

The four main points at which your personal information may be collected by the Society are:

- On visiting the Society's website.
- On joining or renewing membership of the Society as a member
- When otherwise contacting or communicating with the Society, including making enquiries of the Society.

## **Visiting the Society's Website**

The only personal information the Society collects from you via its website is what you agree to provide. For example when you complete an online form or application for education or registration to attend a seminar, your personal details provided will be confidentially and securely maintained by the Society.

## **Website usage**

No attempt will be made to identify users or their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the service provider's logs.

## **Joining the Society as a Member**

Any personal information collected from members will be used, stored and disclosed by the Society so it can function and provide those services you require and request.

The type of information collected includes but is not limited to:

- Your name, email and address.
- Qualifications.
- Your specialty interests.

## **Otherwise Contacting or Communicating with the Society**

This Privacy Policy applies to all third parties who contact, liaise with or communicate with the Society either by telephone, in writing (including via email) or via the Society's website.

## **How the Society Uses/Discloses that Information**

In general terms, personal information held by the Society may be used or disclosed for one or more of the following purposes:

- Membership registration;
- Registration to attend events and seminars (including to third party seminar organisers for the purpose of event registration);
- Communicating with you;

- Offering member benefits and other services to you, such as the Society's e-bulletin updates and discounts on products and services available to Society members that are provided by external partners to the Society. You may request that this information not be sent to you;
- Sending notices, surveys and information to members about Society events, elections and committees;
- Confirming your membership of the Society to members of the public;
- To external partners with which the Society has entered into agreement (subject to strict privacy and confidentiality requirements) to provide services or information to you, or to offer you special membership benefits and services as part of the primary purpose of Society membership;

The Society does not sell or rent the personal information it has collected to organisations such as telemarketers, mailing list brokers, pharmaceutical companies or medical equipment companies.

### **How the Society Stores that Information**

The Society seeks to adopt security procedures and technology to protect the information it holds against unauthorised access, modification or disclosure. From time to time, the Society reviews those procedures and technologies.

### **Accessing Personal Information**

The Society takes reasonable steps to ensure that all personal information that we collect, use or disclose is accurate, up-to-date, complete, relevant and not misleading.

We will correct any personal information that we believe to be incorrect, out-of-date, incomplete, irrelevant or misleading. Members may request to access or correct personal information at any time by contacting the Secretary. The Society will give you access to the information unless one of the exceptions under the Privacy Act applies. For example, if providing access would be unlawful or denying access is authorised by law.

If you request to access or correct your information, we will respond within a reasonable time (usually within 10 days). If your request is refused, we will give you a written notice that sets out the reasons for refusal and how to complain about the decision.

### **The Spam Act 2003**

The Spam Act prohibits sending unsolicited commercial emails, SMS and MMS messages for commercial purposes. Examples of unsolicited communications are ones that do not directly relate to a service you have previously signed up with or agreed to. While not-for-profit organisations such as ASCEPT do have some exemptions from the Spam Act, we are guided by the Code of Practice developed by the Australian Direct Marketing Association. See [www.adma.com.au/comply/code-of-practice/](http://www.adma.com.au/comply/code-of-practice/) for further information.

It is our policy that all electronic communications will include an unsubscribe facility.

### **Changes to this Privacy Policy**

ASCEPT reserves the right to make amendments to this Privacy Policy at any time. If members have objections to the Privacy Policy, you should not access or use the Site.

## Contacting the Society

If you require any further information or have any questions regarding the Society privacy policy or its handling of personal information, please contact the Secretariat.

This policy will be made available on the ASCEPT website.

<b>Approved</b>	24 September 2013
<b>Last reviewed</b>	2 May 2014
<b>Review due</b>	October 2015
<b>Contact person</b>	Secretary