

IAAMA Privacy Policy

Rights under the Privacy Act

As an individual, the *Privacy Act 1988* gives you greater control over the way that your personal information is handled. The *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, amends the *Privacy Act 1988* and includes the thirteen Australian Privacy Principles (APPs). The Privacy Act allows you to:

- Know why IAAMA collects your personal information, how it will be used and who it will be disclosed to.
- Have the option of not identifying yourself, or of using a pseudonym in certain circumstances
- Ask for access to your personal information (including your health information)
- Stop receiving unwanted direct marketing
- Ask for your personal information that is incorrect to be corrected
- Make a complaint about IAAMA if you consider we have mishandled your personal information.

Part 1 – Consideration of personal information privacy (APP1 & APP2)

IAAMA's Privacy Policy is freely available to any person or body requesting access to it via the IAAMA website or on request from IAAMA.

Individuals have the right to remain anonymous or use a pseudonym, however if you do not provide your personal information to IAAMA, we may not be able to offer membership to you or to maintain your membership or you may be unable to participate in or have access to our programs, events and activities.

Part 2 Collection of personal information (APP3, APP4, APP5)

IAAMA generally collects your personal information directly from you. We collect personal information from you in various ways, such as when you apply for membership with us or update information pertaining to your membership or when you engage in activities or services provided by IAAMA. We may also collect information if you lodge a complaint against a member of IAAMA.

Personal information may include your name, title, date of birth, contact details, clinic/practice details, educational qualifications, insurance details, first aid qualifications, continuing professional development activities, membership with other associations, specialised areas of practice, references, financial details, subscription fees paid, survey information and correspondence.

Personal information collected enables IAAMA to:

- Maintain an up-to-date membership register
- To communicate with members
- Make appropriate checks for membership applications
- Provide a practitioner referral service via telephone or the internet
- Promote IAAMA members and services they provide
- Investigate and manage complaints about members
- Gather statistical data and research information to improve our services
- Report to third party services such as private health funds or government authorities

- Provide necessary systems and infrastructure to provide services.

Members may elect to not permit release of their personal information for the purpose of public referrals, private practice listings or online searches or health fund listings.

In the case where unsolicited personal information is received, that we would not otherwise have collected, it will be destroyed or de-identified where lawful and reasonable for us to do so.

Part 3 – Dealing with personal information (APP6, APP7, APP8, APP9)

Where IAAMA uses an individual's personal information for direct marketing purposes we shall also include a statement with our communications describing a simple means by which an individual may have themselves removed from our mailing list. No personal information will be disclosed for the purpose of facilitating direct marketing by other organisations.

Where personal information is used for research or data analysis purposes, IAAMA will take reasonable steps to ensure that the information is de-identified.

IAAMA will only disclose personal information to an overseas recipient if there is express consent from the individual or the disclosure of the information is required or authorised by or under law.

Government related identifiers are not used by IAAMA.

Part 4 – Integrity of personal information (APP10, APP11)

IAAMA takes reasonable steps to:

- ensure the personal information it collects, uses or discloses is accurate, complete and up to date
- protect the personal information it holds from misuse, interference and loss and from unauthorised access, modification or disclosure
- destroy or permanently de-identify personal information that is no longer needed for any purpose that is permitted by the Privacy Act.

Part 5 Access to, and correction of, personal information (APP12, 13)

You have the right to request access the personal information we hold about you. IAAMA will take all reasonable steps to provide access to your personal information.

IAAMA will take all reasonable steps to correct information where an individual is able to show that the information we hold is not accurate, complete or up to date. We also request members confirm or update their information when they complete membership renewals annually.

Contact us

If you have any questions about IAAMA's privacy policy, would like to request access to your personal information or to correct it, or you wish to make a complaint regarding your privacy, please contact us. info@iaama.org.au www.iaama.org.au