# **Privacy Policy**

# Our privacy commitment to you

We are committed to protecting the privacy and confidentially of the information we collect from our donors, visitors to our website, people who contact us and from our suppliers and partners in accordance with Commonwealth, State and Territory privacy law. Under these privacy laws, we are required to comply with a set of privacy principles. The core principles are in the Privacy Act 1988. More information about these principles and Australian privacy law can be found on the Australian Information Commissioner's website <a href="https://www.oaic.gov.au">www.oaic.gov.au</a>.

#### What personal information do we collect, store and use and how do we collect this?

DHASWA collects personal information from donors. Much of this information is collected directly from the person concerned via the donation page.

The information collected will include (where applicable) your name, practice/organisation, telephone/fax number and your email address.

### Why do we collect this information and what do we use it for?

DHASWA collects, stores and uses this information to provide services to our members, to provide information and services to the media, government and community.

We only provide others with information that would identify you if it is necessary to provide you with the service or information that you requested, you have agreed to us providing it to them or it is already publicly available information.

#### What about use of personal information for direct marketing?

Australian privacy law limits the use of personal information for direct marketing of goods and services. We use your personal information to keep you informed about member services, products, events and publications.

Where we send you direct marketing material we provide you with a means to advise us that you no longer wish to receive some or all of this material.

If at any time you have a concern about direct marketing material you have received from us or through use by others of our databases, or you wish to change your preferences in relation to receipt of future material, please contact us by emailing manager@dhaswa.com.au

### How do we store and protect the information we hold about you?

We store your information at our premises, in electronic systems under our control and with contracted data storage providers. We take appropriate steps to protect the security of the information we hold about you, including protections against unauthorised access, virus or other electronic intrusions, fire, theft or loss. We require our contracted providers to do the same. Our

staff are bound by strict requirements regarding the protection of the privacy of the information we collect and hold about you.

We or our contracted data storage providers may use servers, systems and cloud computing providers outside of Australia. Our contracts with them require them to protect the privacy of your information when held on these servers and/or using cloud computing. Our contractors are required to comply with the Australian Privacy laws.

#### You have a right to see what information we hold about you

Under Australian Privacy Law, you have rights of access to personal information we hold about you. These rights also include correction of any errors in this information. Should you wish to access this information, please contact <a href="manager@dhaswa.com.au">manager@dhaswa.com.au</a> Unless the access you request will require special steps or significant resources, there will be no charge for providing you with this access.

#### Do you send my information overseas?

In addition to the use from time to time of data storage and cloud providers, we may provide data to overseas bodies.

We may also license use of information on our databases to overseas based companies and organisations for direct marketing. All entities to whom we license use of this information are required to comply with Australia Privacy laws and can only use the information for the purpose specified in the licence.

### For how long do you keep my person information?

We generally keep your personal information active for as long as is reasonably required to enable us to meet your needs.

We keep personal information on file to enable us to undertake statistical and historical analysis and reporting. As part of our data security, we are regularly backup and archive our electronic databases.

# **Refund Policy**

We do not provide refunds where an authorised payment has taken place.