

AUSTRALASIAN EPIDEMIOLOGICAL ASSOCIATION PRIVACY POLICY

November 2002

INTRODUCTION

The protection of personal information is important to the Australasian Epidemiological Association (AEA). AEA is committed to respecting the right to privacy and the protection of personal information.

This Privacy Policy explains in general terms how AEA manages personal information. It also describes, in general terms, the types of personal information held and purposes for which it is held, together with how the information is collected, held, used and disclosed.

COLLECTION OF INFORMATION

When information is collected

Information will be collected from a person when he or she:

- Becomes a member of the AEA, or renews that membership
- Registers for an AEA conference
- Subscribes to any publications of AEA
- Voluntarily provides his or her details in order to receive information from the AEA.

What information is collected

Generally, the information collected by the AEA about a particular person may include:

- a person's name
- postal address
- email address
- telephone and fax numbers
- date of birth
- gender
- credit card and/or bank account details
- field of interest
- title, position, place of employment

The type of information collected will depend on the circumstances of collection.

As well as collecting information directly, there may be occasions when AEA will collect information from third parties, for example, from local chapters and affiliates.

AEA will, before or at the time of collection, take reasonable steps to ensure that persons are aware of:

- the purpose for which the information is collected
- the organisations or types of organisations to which AEA usually discloses personal information.

SENSITIVE INFORMATION

AEA is required by law to obtain consent in the collection of “sensitive” information. Sensitive information includes (but is not limited to) information that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs or affiliations, health information or details of criminal records.

AEA will assume consent to the collection of all sensitive information provided to us for use in accordance with this Privacy Policy, unless told otherwise.

USING AND DISCLOSING PERSONAL INFORMATION

All personal information collected by AEA is only available to those authorised individuals who need to handle that information for the purpose of its collection.

In some circumstances, personal information may also be disclosed outside AEA. For example:

- when required by law
- to an enforcement body when reasonably necessary
- to lessen or prevent a threat to an individual or public health or safety.

AEA may also disclose information to organisations contracted by the AEA to provide membership management services or organise AEA conferences, and to local chapters. In such circumstances, AEA will require such parties to keep the information confidential and not to use the information for any purpose other than that for which it is disclosed to them.

We will assume consent to use non-sensitive information to provide services to members, in accordance with the AEA Policy on the Use of Membership Mailing Lists, which is available at www.aea.asn.au.

Every person whose data is collected by AEA will have the option to refuse e-mail from AEA by notifying the AEA Privacy Officer (details below).

KEEPING PERSONAL INFORMATION ACCURATE AND UP-TO-DATE

AEA will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. Personal information can be corrected, completed or up-dated by contacting the AEA Privacy Officer.

PROTECTING PERSONAL INFORMATION

AEA stores information in different ways, including on paper and in electronic form.

The security of personal information is important to AEA and reasonable steps to protect it from misuse, loss, unauthorised access, modification or disclosure will be taken.

Some of the security measures AEA uses include:

- Confidentiality requirements of our employees and service providers
- Security measures for system access

LINKED WEBSITES

Websites linked to the AEA website (www.aea.asn.au) are not subject to AEA's privacy standards, policies or procedures. These individual websites would need to be contacted or reviewed directly to determine their privacy standards, policies and procedures.

ACCESS & CORRECTION

Access to an individual's own personal information held by AEA is permitted, except as otherwise provided under law.

If an individual wishes to access information held by AEA, he or she should make a request in writing to the AEA Privacy Officer. Note that in the interest of protecting the privacy of all our members and customers, AEA must properly identify the individual and as such, AEA may telephone the person or require current name and address and a form of identification (such as a driver's licence or passport) before access to information is provided.

AEA will assume, unless told otherwise, that a request relates to current records. This will include the personal information which is held on databases and files. Generally, a request for information from current records will not attract a charge.

For legal and administrative reasons, AEA may also store records containing personal information in its archives. A person may seek access to such records, but may be charged a fee for access.

REMOVAL FROM MARKETING DATABASES

Any person who does not want to receive e-mail or posted offers and/or wishes to be deleted from AEA mailing lists, should put this request in writing and forward it to the AEA Privacy Officer at the address below.

PRIVACY OFFICER

Contact details for the AEA Privacy Officer are as follows:

**Privacy Officer
Australasian Epidemiological Association
c/- Convention Associates Pty Ltd
13 Jeffrey St.
Mt Waverly, VIC 3149**

Email: privacyofficer@aea.asn.au

RESOLVING PRIVACY ISSUES AND COMPLAINTS

Any issues or complaints in relation to the collection, use, disclosure, quality, security and access of your personal information, may be made to the AEA Privacy Officer, who may be contacted at the address above.

For further information on AEA's management of personal information, please contact the AEA Privacy Officer.

Further information on privacy generally can be found at www.privacy.gov.au or via the Privacy Officer hotline on 1300 636 992.

AEA may amend this Privacy Policy from time to time.

**Australasian Epidemiological Association
November 2002**

AUSTRALASIAN EPIDEMIOLOGICAL ASSOCIATION POLICY ON THE USE OF MEMBERSHIP MAILING LISTS

The Australasian Epidemiological Association (AEA) collects information on its members in accordance with its Information Privacy Policy. This policy is available at www.aea.asn.au, or by writing to the AEA Privacy Officer at privacyofficer@aea.asn.au.

From time to time, the AEA needs to contact its members (both financial and non-financial) in order to provide appropriate services and to conduct its core business activities.

AEA is committed to respecting the right to privacy and the protection of personal information. Therefore, **the AEA will not release its membership mailing lists to any other organisation**, other than an organisation specifically engaged to manage the AEA membership (currently Convention Associates Pty Ltd) or organise an AEA conference, or a local chapter of AEA. The AEA will instead distribute any relevant information directly to its members. Outgoing notices must be approved by two members of Council.

Approved notices may be sent either by e-mail or in conjunction with the regular AEA publication, *Australasian Epidemiologist*. E-mail notices will be sent using a silent list of recipients. Members may choose to opt out of the electronic mailing list by contacting the AEA privacy officer at privacyofficer@aea.asn.au. Note that opting out does not apply to official AEA notices.

Relevant Information

For the purposes of this policy, the following categories of information have been identified as relevant to members and therefore eligible for distribution by AEA:

1. Official AEA business, including but not limited to Council notices and membership renewal notices
2. Information on courses, workshops, conferences and similar activities in epidemiology, biostatistics, public health and related fields
3. Employment opportunities in epidemiology, biostatistics, public health and related fields

Fees for distribution

The AEA will normally charge an administrative fee for the circulation of notices other than AEA official business. This fee will be reviewed as necessary, but is currently \$25 for e-mail circulation. The fee for notices circulated in conjunction with the *Australasian Epidemiologist* (AE) depends on the size and nature of the notice; details are available from the AE editor at editor@aea.asn.au.

Requests to distribute notices

Requests for distribution of material to AEA members, whether by e-mail or in conjunction with the *Australasian Epidemiologist*, should be made in the first instance to the AE Editor, at editor@aea.asn.au.

**Australasian Epidemiological Association
November 2002**

Privacy Collection Statement *(this statement should appear on all data collection forms, including membership renewal forms)*

AEA collects information about you to provide you with services relevant to your interest in epidemiology. If the information is not provided, AEA may not be able to provide certain services. AEA membership records are currently managed by Convention Associates Pty Ltd on behalf of the Association. AEA may disclose your non-sensitive personal information to sponsors and to those organisations required by law. Further details can be found in our Privacy Policy and our Policy on the Use of Membership Mailing Lists, both of which are available at www.aea.asn.au. You can gain access to the information the Australasian Epidemiological Association holds about you by contacting the AEA Privacy Officer at the following e-mail address: privacyofficer@aea.asn.au.