

ASDP Privacy Policy

Introduction

This Policy details the Australasian Society for Developmental Paediatrics' (ASDP; the Society) Privacy Policy and related information handling practices, and gives guidelines for access to any personal information retained by the Society, particularly in relation to its members. This includes information collected in relation to the ASDP website and platforms.

ASDP is committed to ensuring the privacy of individuals, in accordance with applicable privacy principles, such as the Australian Privacy Principles set out in the *Australian Privacy Act 1988* and the Information Privacy Principles contained in the *New Zealand Privacy Act 2020, and the EU General Data Protection Regulation*.

When information is collected directly from individuals, ASDP may provide further relevant privacy information to the individual at the point of collection, in which case, such information should be read in conjunction with this Policy.

This Policy encompasses requests for personal information that are explicitly considered in ASDP privacy statements and consent to release forms, as well as other personal information.

1. Why do we collect personal information?

ASDP routinely collects personal information about individuals and those persons who use, access, provide or participate in the Society's services, events and activities.

The collection of this information enables ASDP to effectively carry out its principal roles as a membership organisation. This will include providing information and activities supporting member Continuing Professional Development (CPD), procuring goods and services from suppliers, and generally interacting with third parties. The Society will also contact individuals and ensure access to member services and communications.

2. What personal information do we collect?

ASDP may collect personal and sensitive information about members, suppliers, conference delegates, ASDP contractors, and other individuals who interact with the Society.

The information ASDP collects about individuals includes name, address, contact details, financial records (excluding credit card details), and other information relevant to their relationship to ASDP and its functions and activities.

Except where it is unreasonable or impractical to do so, or where it occurs with an individual's permission, ASDP will collect this information only from the individual concerned. In addition, unless permitted or required to do so by law, ASDP will not collect sensitive information about an individual without their consent.

The full details of personal information that the Society collects can be found in the questions the Society asks, and in the forms individuals complete when dealing with the ASDP, its agents and contractors.

3. How is personal information collected?

Ordinarily, personal information will be collected from an individual directly, either in person, by telephone, in writing or via the internet.

However, in some situations the Society may need to collect personal information about an individual from a third party such as:

- the Society's contracted staff or service providers that provide goods or administrative or other services in connection with the activities of the Society;
- entities and institutions who provide services or undertake activities in conjunction with, or in association with, the Society;
- regulatory authorities and bodies, professional or specialist societies and associations, hospitals and health centres; and,
- an individual's agent (with an individual's authority).

If the Society needs to collect personal information about an individual from a third party not mentioned in this Policy, then the Society will first endeavour to obtain the individual's consent. If that is not practicable, the Society will only obtain personal information from a third party if it is necessary for the performance of the Society's functions, or to comply with applicable laws. In any event, the Society will inform an individual about such third-party personal information and only use that information in accordance with this Policy and applicable Privacy Principles.

Where the Society receives personal information about an individual, which was not solicited, then that information will be dealt with in accordance with this Policy and applicable Privacy Principles.

The main points at which personal information is collected include, but are not limited to:

- on joining ASDP as a member;
- on applying to, and joining ASDP as a contractor or as a member of the Board or other ASDP group;
- on registering for ASDP events such as conferences and webinars; and,
- on visiting ASDP's website.

4. How is personal information used?

ASDP will only collect information needed for a particular function or activity. The information collected will depend on the individual's relationship with the Society. ASDP will use personal information to carry out its functions and activities. Functions and activities of the Society include, but are not limited to:

- providing membership services and benefits and maintaining associated records;
- assisting, supporting, providing and improving ASDP events and educational activities;
- informing members of opportunities to participate in, and support Society activities;
- enabling planning, policy and service development, and marketing, advertising and promoting the Society;
- providing a workplace and environment free from discrimination, bullying and sexual harassment;
- effectively operating a complaints resolution process;
- implementing, monitoring and maintaining quality assurance processes and systems, as well as processes and systems concerning regulatory matters, registrations, audits, risk and claims management (including dealings with insurers);
- procuring funding, donations or other support for the activities of the Society;
- enabling internal administration, training and reviews of processes;
- providing or undertaking any of the other activities referred to in this Policy; and

- conducting research, or facilitating surveys for purposes related to the Society or the above activities.

Information may also be used for secondary purposes which directly relate to the primary purpose of collection or any other purpose which is authorised by the individual, or which is required or authorised by law.

ASDP may also make ancillary use of your personal information for purposes other than those described above where an individual would reasonably expect the Society to use such information.

5. How is personal information disclosed?

ASDP will share personal information amongst its contractors, officers, committees and groups where appropriate in order to better achieve the Society's primary, secondary or ancillary purposes.

From time to time, ASDP may disclose your personal information to certain third parties. If the Society does this, it will require the third party to protect your personal information in the same way and to the same standards as the Society.

The types of third parties to whom your personal information may be disclosed includes, but is not limited to:

- providers of goods and services to the Society;
- entities and institutions who provide services or undertake activities in conjunction with or in association with the Society;
- regulatory authorities and bodies, and government departments and agencies;
- where the Society collects an individual's information from someone else, or another entity, to that person or entity;
- where the law requires or permits the Society to do so;
- an individual's agent (with an individual's authority); and
- to assist with mail-outs to members.

Information supplied in such circumstances is disclosed to suppliers for the contracted purpose. Failure by the third party to act in accordance with this policy and other contractual and legal obligations may result in termination of the relationship with ASDP. ASDP takes no responsibility, nor incurs any liability, for the errors or omissions of third parties

All specific requests for information from a third party will be documented.

ASDP will under no circumstances, sell or share individual's personal information for the purposes of third-party marketing.

5.1 Overseas disclosures

In certain situations, ASDP may disclose your personal information to organisations based overseas. Countries include:

- Australia (if an individual is based in New Zealand or outside Australia).
- New Zealand (if an individual is based in Australia or outside New Zealand); or
- any other country in which the Society's members may be located.

ASDP will take reasonable steps to ensure that receiving organisations will abide by Australian or New Zealand privacy laws, as applicable, when dealing with personal information.

5.2 ASDP website and publications

The software used by ASDP in connection with the ASDP website and web-based services may record (amongst other things):

- unique visitors and sessions;
- requested pages, downloads, search terms used, posted forms, status and errors, hits and bytes downloaded per directory, file, and file type;
- entrance pages, exit pages, click paths, click to and click from and length of session;
- domains, countries and IP addresses; and
- browsers, platforms and bots.

The statistics are de-identified at the time of recording. This information is used for administrative purposes, including to improve and assess services, and to monitor usage and patterns to improve navigation and design features – helping users to get information more easily.

ASDP sites use cookies to manage login and logout.

The Society's Privacy Policy is displayed on the ASDP website.

ASDP may use sound and image recordings (including photographs) in the production of educational and promotional material for ASDP purposes. Such material may be published, either in electronic media (including our website) or in hard copy publications. ASDP officers or contractors may also take image recordings of attendees at ASDP events, which may be published on the ASDP website or other media.

5.3 Direct marketing

ASDP may use or disclose personal information for the purposes of direct marketing from the Society unless an individual has expressly requested otherwise.

Personal information will only be disclosed to third parties for the purpose of direct marketing where the Society believes that such marketing materials will or may be of interest to people such as the individual recipient.

In the ordinary course, broadcast emails will be sent as 'blind copies', i.e. with undisclosed recipients.

An individual may ask to be excluded from such direct marketing by contacting the Administration Officer at: admin@asdp.au

6. Special uses and disclosures

This clause sets out additional provisions for which your personal information may be collected, used or disclosed by ASDP. It is in addition to all other provisions in the Policy.

6.1 ASDP members generally

Without limiting the scope as defined through other sections of this Policy, personal information about ASDP members is used to conduct Society business. Information may, without limitation, be disclosed to Society contractors, Board, committees and groups, external suppliers, and societies and associations of which the individual is a member.

6.2 Public enquiries

Personal information will not be disclosed to a member of the public without written consent, unless required by law. Members of the public include spouses, family and colleagues.

Members may elect to have their practice details promoted through the “Find a Specialist” service on the ASDP website. By selecting the “Find a Specialist” box on their electronic membership details form, members agree to have their practice details disclosed to the public.

From time to time, applicants for membership of the Society seek assistance in identifying members who may be able to nominate or second their application. By choosing not to opt out of the “agrees to be a nominator” option on the electronic membership details form, members agree to have their name and contact details disclosed to membership applicants for the purposes of becoming a nominator or seconder for the applicant.

6.3 Information requests from members regarding other members

Requests for the names, practice addresses (and practice / business email addresses) of members may be provided to fellow members. ASDP can also confirm that a person is a member of the Society. Any other information about a member will not be provided without their permission (unless required or authorised by law).

In response to a request for information the ASDP may pursue one of two options (although it is not obliged to do so):

- The Society may elect to contact the member and advise them that information is being requested about them and seek their express consent to release it; or
- The Society may elect to obtain the contact details of the requester and provide this to the member, allowing them to contact the requester directly.

6.4 Board elections

ASDP Board elections are held annually for specific elected positions. Requests by members for the names and contact details of other members for the purpose of electioneering for Society-run elections will not be granted.

6.5 Information requests by Society contractors regarding other Society contractors

Personal contact information of each Society contractor is retained in ASDP files for use as required or in the case of an emergency. Requests for the contact details of Society contractors by other Society contractors will be considered on a case-by-case basis by the Society’s Executive Officer.

6.6 Overseas recipients

ASDP is a corporate entity which is registered in Australia and operates in both Australia and New Zealand. As of necessity, personal information may be collected, used and disclosed between those countries in respect of members.

Personal information may also be disclosed to recipients in overseas countries, in appropriate circumstances. Should this be necessary, the individual will be asked to complete a form consenting to ASDP disclosing information to the overseas recipient, and to the overseas recipient providing the requested personal information to ASDP.

7. How is personal information kept?

ASDP undertakes to protect personal information from unauthorised use, access, disclosure and alteration. All those that encounter ASDP personal information must comply with this policy. IT security systems and internal procedures are also utilised to protect the personal information held by the Society.

Consistent with contemporary business practices, the Society contracts its infrastructure hosting to resilient and reliable outsourced data centres. The data centres are usually located in Australia or

New Zealand. However, the nature of cloud computing means that occasionally data may be stored on servers in other jurisdictions. In the rare occasions where data is stored in other jurisdictions, the Society aims to ensure that the service provider has adequate security and complies with all relevant Australian and New Zealand Privacy legislation.

The Society holds all personal information in electronic form.

8. Accessing personal information

An individual may contact the Society at any time to access their own personal information held by the Society, unless the personal information is expressly to remain confidential as stated in other Society Regulation or policy. Requests should be sent to the Administration officer via email: admin@asdp.au. Requests will be addressed in accordance with privacy legislation. Access will not be provided where the request does not relate to personal information or where the applicable privacy laws require the Society to decline that access. As permitted by law, a fee may be requested to cover the cost of access.

All of the identified information that the Society has used to grant member access can be viewed by members via the members' portal at: <https://asdp.au/member/personal-details>.

9. Correction of personal information

ASDP seeks to maintain the accuracy of personal information. Individuals are encouraged to contact the Society if the information held is incorrect or to notify the Society if personal information has changed. Requests should be directed to admin@asdp.au.

Members are also encouraged to keep their personal details up to date and changes can be made on the ASDP website via the members' portal: <https://asdp.au/member/personal-details>.

9.1 Anonymity

An individual may elect not to identify, or to ask the Society to not use or disclose the individual or their personal information. However, doing so may limit the services the Society can reasonably provide to the individual.

For example, the Society cannot practically provide membership services to a person who wishes to be a member of the Society but who does not provide their personal information or who does not consent to their personal information being used or disclosed.

10. Sensitive information

ASDP may collect sensitive information from time to time in accordance with applicable laws.

'Sensitive information' means information about an individual's attributes, such as racial or ethnic origin, political opinions, membership of a political, professional or trade association, philosophical beliefs or affiliations, membership of a trade union, sexual preferences or practices, or criminal record.

The Society holds information in electronic form only.

11. Concerns

Any inquiries or concerns about the Society's handling of personal information should be directed to the Administration Officer at admin@asdp.au. Concerns may be required to be formally communicated in writing.

Concerns will be resolved in a timely manner by reference to this Policy and applicable laws. The person raising the concern will be notified in writing of the Society's response to the concerns,

including any remedial action ASDP will take.

The websites of the Office of the Australian Information Commissioner and the Office of the New Zealand Privacy Commissioner are an additional source of information – www.oaic.gov.au and www.privacy.org.nz.

12. Amendments to this policy

The Society may modify or amend this Policy at any time provided the Policy still complies with applicable laws. Formal notice of amendments to this Policy will not ordinarily be given, but the current version of this Policy will be available via the ASDP website.

13. Related documents

- ASDP Code of Conduct
- Australian *Privacy Act 1988*
- New Zealand *Privacy Act 2020*
- www.privacy.gov.au
- www.privacy.org.nz

14. References

- https://ranzCog.edu.au/RANZCOG_SITE/media/RANZCOG-MEDIA/Governance/Policies%20and%20Guidelines/Privacy-Policy.pdf

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