Policy Title: Privacy and Confidentiality Policy

1. POLICY STATEMENT

Indigenous Allied Health Australia understands that privacy and confidentiality is important to our members and employees.

Unless otherwise required by law, confidential information will be treated as such, and personal information will be utilised only for the purpose intended. Such personal information will not be disclosed to any other organisations or to any other individuals without express permission from the individual to whom the details relate, save where the law requires such information to be divulged.

2. PURPOSE

This document

2.1. Is binding on all members who have access to personal information held by IAHA.

2.2. Establishes the IAHA policy and procedures for addressing privacy and confidentiality issues in implementing IAHA business

2.3. Outlines IAHA obligations under the following laws:
   a) Health Records Act 2001 (Vic)
   b) Information Privacy Act 2000 (Vic)
   c) Charter of Human Rights and Responsibilities Act 2006 (Vic)
   d) Privacy Act 1988 (Cth)

3. DEFINITIONS

3.1. **Personal information:** means information or opinion that is recorded, materially or otherwise, about an individual, which may be true or untrue, this information serving as an identifier which would enable a party to reasonably ascertain information regarding that individual including but not limited to:

   a) Name

   b) Home address
c) Telephone number  
d) Racial origin  
e) Education  
f) Religion  

and any other such information that may be seen as personal or of a personal nature that may serve as an identifier of the individual.

3.2. **User:** means an individual either private or part of an organisation that accesses the IAHA website.

4. **POLICY / PROCEDURES**

4.1. **Privacy Policy**

In accordance with the *Privacy Act 1988* (Cth) (National Privacy Principles) and in conjunction with the Information Privacy Act 2000, IAHA shall abide by and be bound by the principles set out in this document regarding personal information.

4.2. **Collection**

IAHA will only collect personal information from those individuals who are members of IAHA, members of the Board of IAHA or website members. Only such information that is necessary for one or more purposes will be collected, this information only being utilised as is reasonably necessary within the organisation.

4.3. **Use and Disclosure**

Unless prior consent has been obtained, personal information will not be disclosed unless such disclosure is reasonably accepted to comply with any laws of state or country, or where such disclosure materially affects the health and safety of an individual or the public.

4.4. **Data quality**

IAHA shall take reasonable steps to ensure that personal information collected, used or disclosed is accurate and current.

4.5. **Data security**

Where member information is no longer relevant, IAHA will destroy such personal information at the earliest possible convenience. IAHA will also strive to preserve the integrity of the personal data stored either physically or electronically by updating this data. All electronic information is protected by way of firewall against electronic threat. All physical information will be stored in a safe and secured facility and will only be available as is reasonably necessary in order for IAHA to adequately conduct business.
4.6. Openness

This document illustrates IAHA’s management of personal information. It is available to all public on the website and to staff and board members within the Policy and Procedures Manual.

4.7. Access and correction

Upon written request, members, website members and members may request to see their personal information held on their behalf. If there is a genuine belief that any personal information held is incorrect it is the responsibility of IAHA to ensure this information is updated.

4.8. Identifiers

Members, website members and members of IAHA shall not be identified by any identifier save that for which has been created by IAHA in order to identify members, website members and members unless such identification is required in order to adequately carry out the services offered by IAHA.

4.9. Anonymity

Wherever it is lawful and practicable, individuals must have the option of not identifying themselves when entering transactions with an organisation.

4.10. Transborder data flows

IAHA will not disseminate or disclose personal information about members, website members or members to other State or Territory associated organisations.

4.11. Sensitive information

Only where necessary or as required by law shall sensitive information be collected, save where an individual consents for if such information is reasonable as regards the general nature of the business and the information required in order to adequately carry out such business.

4.12. Web use

4.12.1 IAHA will collect and maintain in the database certain personally identifiable information from website users only when it is provided on a voluntary basis, for example, when making an enquiry.

4.12.2 Email addresses will be used only for the purpose for which they have been provided and will not be added to mailing lists or used for any other purpose without specific consent being given.

4.12.3 IAHA will not share any information about website users with third parties except as provided by civil privacy legislation.

4.12.4 The IAHA website does not provide facilities for secure transmission of information across the internet.
4.12.5 Internet Service Providers maintain records and log information about website visitors, including but not limited to:

   a) user server addresses;
   b) user top level domain names (i.e. .com, .gov, .au, .uk, etc);
   c) date and time of visit to the site;
   d) pages accessed and documents downloaded;
   e) previous site visited; and
   f) type of browser utilised to access the website

and any other information as is reasonably understood as being usual practice for Internet Service Providers to collect.

4.12.6 By using the IAHA website, users consent to the Privacy and Confidentiality Policy.

4.12.7 Any changes to the Privacy and Confidentiality Policy will be updated on the IAHA website.

4.12.8 Users may consult the Privacy and Confidentiality Policy at any time in order to obtain details of the information collected, how it is used and the circumstances under which any of this information is disclosed, if at all.

4.12.9 Users may contact the Office Manager with any queries at admin@iaha.com.au

4.12.10 All information contained on the IAHA website is Copyright ©Indigenous Allied Health Australia.

4.12.11 All information contained on the IAHA website is for the purposes of reference by interested visitors.

4.12.12 Information may be cited only with prior written permission and proper attribution.

4.12.13 Any queries regarding the use of material and information contained within the IAHA website should be directed to the IAHA Office Manager at admin@iaha.com.au

4.12.14 IAHA accepts no responsibility for the content on external sites. External links are presented without warranty, express or implied. The descriptions of sites in these pages have been taken from the pages themselves and do not express the opinions of IAHA.

4.13. Compliance

IAHA will ensure continued compliance with this policy by way of annual review by the Office Manager. Compliance with this policy is mandatory for all who are bound by it.

Any complaints can be directed to the Office Manager at admin@iaha.com.au

5. ACKNOWLEDGEMENTS / REFERENCES

Ms Jenni Lightowler, FAL Lawyers

6. RELATED LEGISLATIONS

- Health records Act 2001 (Vic)
- Information Privacy Act 2000 (Vic)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Privacy Act 1988 (Cth)

7. DEVELOPED BY: Jenni Lightowler, FAL Lawyers

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Signed by the Chief Executive Officer:       Date: 23 March 2012

Signed by the Chair:                  Date: 23 March 2012