

## CSANZ Privacy Policy

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This document describes how The Cardiac Society of Australia and New Zealand (**CSANZ**) complies with the requirements of the *Privacy Act 1988* (Cth) (**Privacy Act**), including the Australian Privacy Principles, and any other applicable privacy laws in Australia.

You can find our contact information by visiting the CSANZ website at [www.csanz.edu.au](http://www.csanz.edu.au).

### How CSANZ collects personal information

1. This privacy policy uses the definition of "personal information" which is provided in the Privacy Act.
2. The kinds of personal information that CSANZ may collect include an individual's name, contact details, marital status, date of birth, gender, education, employment history as well as other information that is relevant to its functions or activities.
3. CSANZ usually collects personal information from membership application forms, curriculum vitae (**CVs**), scholarship application forms and other relevant sources.
4. CSANZ only collects personal information for purposes directly related to its functions or activities, including:
  - (a) processing membership applications;
  - (b) identifying an individual's status as a member or applicant for membership of CSANZ;
  - (c) processing an abstract submission;
  - (d) promoting scientific meetings (including CSANZ's Annual Scientific Meeting);
  - (e) forwarding educational information to individuals;
  - (f) inclusion in our "Directory of Members"; and
  - (g) other purposes of interest to members.
5. CSANZ collects personal information directly from individuals, and usually does not collect personal information about individuals from third parties. If we are not provided with information that we request in connection with the above activities, we may not be able to provide our services to the relevant individual.

### How CSANZ holds, uses and discloses personal information

6. CSANZ holds personal information in a secure online database. CSANZ may also hold electronic copies of documents containing personal information (e.g. CVs, membership application forms and other relevant documents) in a secure online database.
7. Personal details such as date of birth, mailing and email address, professional qualifications and phone numbers are stored in a member's database record.

8. CSANZ only holds and uses personal information for purposes directly related to its functions or activities or for the purposes for which the information was originally collected.
9. CSANZ may disclose personal information concerning members to the following third parties:
  - (a) professional conference organisers;
  - (b) State or Territory Health departments, authorities, agencies and hospitals (**Health Entities**);
  - (c) members of the CSANZ Board and Committee;
  - (d) CSANZ staff for the purposes of their work responsibilities;
  - (e) The Royal Australasian College of Physicians; and
  - (f) other third parties providing health-related or administrative services.
10. CSANZ may also disclose personal information concerning a member to other third parties offering products or services which CSANZ considers may be of interest to the member, but only if the member has consented to CSANZ doing so.
11. CSANZ does not generally disclose personal information to overseas recipients and will only do so in accordance with the Australian Privacy Principles.

#### **Collection and disclosure of sensitive information**

12. This privacy policy uses the definition of "sensitive information" which is provided in the Privacy Act.
13. As part of trainee selection and matching, CSANZ is required to collect sensitive information from trainees on behalf of Health Entities, including criminal record documentation.
14. Sensitive information collected by CSANZ is only disclosed to Health Entities in accordance with the requirements of the Privacy Act, the Australian Privacy Principles and other applicable privacy laws in Australia.

#### **Accessing and correcting personal information held by CSANZ**

15. Individuals may access personal information about them that is held by CSANZ, and may make or seek changes to that information, by:
  - (a) accessing the CSANZ online member directory (which is expected to be operational in the second half of 2013); or
  - (b) contacting the CSANZ secretariat office.
16. If CSANZ does not agree to provide access to personal information or to amend or annotate the information we hold about an individual, the relevant individual may seek a review of our decision.
17. If CSANZ does not agree to make requested changes to personal information, an individual may make a statement about the requested changes and CSANZ will attach the statement to the member's record.

## Complaints

18. Individuals can send written complaints about a breach of the Australian Privacy Principles in relation to their personal information to the President, CSANZ, Suite 601, Level 6, 1 Castlereagh Street, Sydney NSW 2000. Complaints will be reviewed by CSANZ's "Professional and Ethical Standards Committee" and the CSANZ Board.
19. For more information about making a complaint, please contact CSANZ on +61 2 9226 7900.