ANZSGM Privacy Policy

1. Your personal information is important to us

The Australian and New Zealand Society for Geriatric Medicine (ANZSGM) is committed to safeguarding your privacy.

2. Privacy policy

This policy details the ANZSGM privacy policy and related information handling practices and gives guidelines for access to any information retained by the ANZSGM, particularly in relation to members and trainees. This includes information collected in relation to the ANZSGM website.

This Privacy statement also sets out how we manage personal information to meet our obligations under the Privacy Act 1988(Cth). The Privacy Amendment (Private Sector) Act 2001, effective 21 December 2001 including the Australian Privacy Principles 2014, and any other applicable privacy laws in Australia, and the Information Privacy Principles contained in the New Zealand Privacy Act 1993. The Australian Government’s Privacy Commissioner is an additional source of information www.privacy.gov.au

3. How ANZSGM collects personal information

This privacy policy uses the definition of "personal information" which is provided in the Privacy Act. Personal information means information or opinions about a person from which that person is reasonably identifiable.

ANZSGM usually collects personal information from membership application forms, curriculum vitae (CVs), scholarship application forms and other relevant sources.

The kinds of personal information that ANZSGM may collect include an individual’s name, contact details, date of birth, gender, education, employment history as well as other information that is relevant to the Society’s functions or activities.

ANZSGM only collects personal information for purposes directly related to its functions or activities, including:

- processing membership applications;
- identifying an individual’s status as a member or applicant for membership of ANZSGM
- to provide membership services and benefits and maintain membership and service/benefits records
- to assist, support, provide and improve continuing professional development and education and training
- to enable planning, policy and service development and to market, advertise or otherwise promote the ANZSGM
- to conduct or facilitate research or surveys for purposes related to the Society and/or one or more of the above.
- processing an abstract submission;
- promoting scientific meetings (including ANZSGM’s Annual Scientific Meeting);
- forwarding educational information to members;
- inclusion in our "Directory of Members"; and
- other purposes of interest to members.

Notes:

- It is not possible to become a Member of the ANZSGM without providing the personal information requested.
- ANZSGM collects personal information directly from individuals, and usually does not collect personal information about individuals from third parties
- Not all information relating to an individual is defined as "personal" under the Act. Personal information is that which identifies or reasonably identifies an individual
4. How ANZSGM holds, uses and discloses personal information

ANZSGM holds personal information in a secure online database

Personal details such as date of birth, mailing and email address, professional qualifications and phone numbers are stored in a member’s database record.

ANZSGM 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. This information would only be disclosed to other members and related third parties, if the Member has authorised the ANZSGM to do so and only for the purpose covered by the authority given.

Access to the database containing personal information is restricted to Australia and New Zealand Society for Geriatric Medicine staff members with direct responsibility for membership service or management of the website. Authorised staff members are not allowed to pass on information about members to non-authorised staff without the express permission of the Executive Officer.

ANZSGM may disclose limited personal contact information of members to the following third parties:
- professional conference organisers regarding attendance at the ANZSGM Annual Scientific Meeting;
- members of the ANZSGM Board and Committee;
- ANZSGM staff for the purposes of their work responsibilities;
- ANZSGM Division Executive members
- Other third parties deemed appropriate by the ANZSGM and as accessed in the Directory of Members

The third parties listed above are not permitted to pass on member information to any party, member or otherwise without the express permission of the Executive Officer.

Each year you will be asked on your Annual Subscription Notice whether you authorise the ANZSGM to disclose your contact details, including preferred mailing address, phone, fax and email, to third parties deemed appropriate by the ANZSGM and to include your details in the Directory of Members. Such authorisation may be given or withheld annually, in conjunction with the payment of annual subscriptions. Authorisation remains in place for the period covering the subscription year and covers requests during the period that the Member remains an Active Member of the ANZSGM. You may cancel this authorisation at any time.

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential.

We take all reasonable steps to keep your personal information secure, safe and protected from misuse, interference, loss or unauthorised access. Your information is either stored on secure servers (electronic records) or is protected in controlled facilities (hard copy records). In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us.

Members can also play an important role in keeping their personal information secure and maintaining the confidentiality of any password and accounts used on the ANZSGM website by regularly changing their password. Please notify us immediately if there is any unauthorised use of your account by any other individual or any other breach of security.

5. Accessing and correcting personal information held by ANZSGM

Individuals may access personal information about them that is held by ANZSGM, and may make or seek changes to that information, by:
- accessing the ANZSGM online member directory
• contacting the ANZSGM secretariat office. We will provide you with your information within a reasonable time of your request.

If ANZSGM 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. If ANZSGM does not agree to make requested changes to personal information, an individual may make a statement about the requested changes and ANZSGM will attach the statement to the member’s record.

We reserve the right to refuse you access to your personal information as permitted under the Privacy Act. For example, we may refuse access if your request would pose a serious threat to another’s health, would unreasonably impact on another, or is frivolous or vexatious.

6. Responsibilities:

Policy implementation: Federal Council
Policy authorisation: Federal Council
Policy maintenance: Executive Officer
An individual may contact the Executive Officer on:
Email: admin@anzsgm.org
Phone: +61 2 9256 5460

7. Problems or queries

If you have a problem, query or complaint about the way in which we collect, use or disclose individuals’ personal information, please contact us using the contact details below. We take all aspects of privacy seriously, and welcome your feedback on the relevant issues. Any concerns received will be internally reviewed and where appropriate an internal investigation will be conducted to ensure we continue to comply with the Privacy Act. If you are unsatisfied with our response, you may contact the Office of the Australian Information Commissioner at www.oaic.gov.au

8. Website privacy policy

ANZSGM website privacy statement demonstrates our firm commitment to privacy. The following information discloses the information gathering and dissemination practices that are operating on our website. No attempt will be made to identify users or their browsing activities.

Google Analytics
Currently we are using Google Analytics to understand the user statistics of the website and improve our content. No personal information is collected from Google Analytics. Read more about the privacy policy concerning Google Analytics https://www.google.com/intl/en/policies/

Collecting Information
When you visit this website, we may make a record of your visit and log some or all of the following information for statistical or maintenance purposes:

• the date and time of your visit
• the address of the pages accessed, documents downloaded, exit pages, click paths, click to and click from and length of session
• domains, countries, and IP addresses, and
• browsers, platforms, and robots.

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 patterns in order to improve navigation and design features - helping users to get information more easily.
Cookies
Cookies are used on our website to manage login and logout. Cookies are a type of anonymous information shared between your browser and our server. A cookie is a small text file that a server places on your hard drive to identify that subsequent requests to a site have come from the same user. ANZSGM may use cookies to ‘remember’ your browser between page visits. In this situation, the cookie identifies your browser / your computer IP address, not you personally. ANZSGM may use cookies on this website to facilitate online transactions and develop patterns of site usage.

We also use cookies for tracking the statistics of our websites. This allows us to better understand our users and improve the layout and functionality of our website. This tracking is conducted in such a way to ensure the anonymity of visitors. Most web browsers are set by default to accept cookies.

If for any reason you do not wish to take advantage of cookies, you may configure your browser to either prompt or refuse cookies. However, this may disable or render unusable some of the features of the Website.

Secure Transmissions
While ANZSGM aims to provide a secure Internet environment, users should note that there are inherent risks associated with transmission of information via the Internet.

Third party links
There are several places throughout the Website that may link, or offer links, to other websites that do not operate under this Website’s privacy practices. When you link to other websites, the ANZSGM privacy practices no longer apply. We encourage visitors to review each site’s privacy policy before disclosing any personally identifiable information if requested.

9. Information Subject to Change
Any information of this website may include technical inaccuracies or typographical errors. Furthermore, from time to time, our policies are reviewed and may be revised. We reserve the right to update or amend this statement at any time. We will notify you of any changes by posting an updated version of the statement on our website. The amended statement will be effective on and from its uploading.

10. Further information:
For more information about privacy issues in Australia and protecting your privacy, visit the website of the Office of the Australian Information Commissioner at www.oaic.gov.au.

Alternatively you may contact ANZSGM at:
145 Macquarie St, Sydney NSW 2000
Email: admin@anzsgm.org
Phone: +61 2 9256 5460