



Australian Dental and Oral Health Therapists' Association (ADOHTA) Ltd. collects and retains information such as names and contact details including addresses, email addresses and phone numbers for the purpose of communicating with its members, sponsors and other professional and community groups.

The information may be used for but not necessarily limited to;

- The mailing of ADOHTA Ltd. materials and publications,
- Communicating Association business to members,
- Promotions of activities relating to CPD, Social & Professional Events,
- Subscription and membership notices,
- Research and evaluation.

A database containing this information is held and maintained by the ADOHTA. ADOHTA abides by the National Privacy Principles in its management of this database and takes reasonable steps to ensure the security and privacy of personal information held by ADOHTA. Access to the database will be limited to the list of people below and protected by a password. This password will be changed yearly at the annual ADOHTA Ltd annual general meeting and the password distributed to the approved people.

Access: ADOHTA will not release personal contact details to any other person or organisation, except for those with approval from the Board of Directors. Access to the ADOHTA Ltd. Membership database will be through a registered ADOHTA email domain. Persons with ongoing permission to access the ADOHTA membership database:

1. Administration Officer
2. Executive Officer
3. Board of Directors

Branch chairs are permitted read-only access to the database via their ADOHTA email.

Storage: Data will be stored on password protect computers and servers. Transfer of any data held by ADOHTA will occur digitally and not through removable devices (such as a USB).

Archiving: Member information shall be maintained for 10 years following a member ceasing to renew their membership. After this time, the member information will be permanently deleted. Any person who considers that ADOHTA holds personal information of theirs can access that information by contacting in writing;

ADOHTA Ltd.
PO Box 405
NUNDAH QLD 4012

Title: Policy & Guideline 4: Privacy Policy

Date Reviewed: July 2023

Approved by: Board of Directors

Version PG4.23.2

Next Review: 2024

E:info@adohta.net.au

Complaints regarding the protection and management of personal information collected by ADOHTA can be lodged by contacting the association.