



Privacy Policy

The Australian Dental and Oral Health Therapists' Association (ADOHTA) Ltd is committed to upholding the principles of transparency, accountability and privacy in the use, maintenance, sharing, storage and archiving of members' Personal Information. This policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988* (Cth) [the Privacy Act]. The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of [The Office of the Australian Information Commissioner](#).

What is Personal Information and why do we collect it?

Personal Information is information or an opinion (e.g., via a ADOHTA feedback form) that identifies an individual (e.g., contact details, images, videos, IP addresses etc). Personal Information is also collected in accordance with maintaining a register of members under section 169 of the *Corporations Act 2001*. Examples of Personal Information we collect includes names, and addresses (physical address, email addresses and phone numbers).

This Personal Information is obtained primarily via:

- The information provided in the ADOHTA member application form online.
- Personal information updates via written or verbal communication (e.g., new address)



- Updates to personal information via the ADOHTA Members Area
- Images and videos collected during ADOHTA events and webinars etc.

We collect your Personal Information for the primary purpose of communicating membership benefits and updates, providing information to our members and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing or unsubscribing to ADOHTA communications via the unsubscribe button or via the Members Area.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties such as Jotform, Professional Conference Organisers, Teams etc based on the information members provide to third parties as part of association business. In such a case we ADOHTA will update its membership records accordingly if applicable.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:



- ADOHTA Staff members and/or contractors for the primary and secondary purposes described above.
- ADOHTA Office Bearers including but not limited to Board Directors, Branch Chairs and if appropriate Branch Officers for the primary and secondary purposes described above.
- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law (e.g., the *Corporations Act 2001* (Cth))

Disclosure of Members Register

As a company limited by guarantee ADOHTA recognises the right of anyone to inspect and in some circumstances to obtain copies of the register.¹

Members may be permitted to obtain copies of the register as per s173 of the *Corporations Act*. In this situation a person wishing to obtain a copy must first submit in writing to ADOHTA a request for access to the members register that:

- States the purposes for which the person wishes to obtain the copies,
- Not be for reasons deemed 'prescribed purposes' and;
- Includes the person's name and address.

On receiving this application, ADOHTA will respond in writing with seven (7) days of this request. This application will be reviewed by the ADOHTA Governance Director and Executive Officer (or an appropriate delegated authority) as the responsible party for reviewing Member Register requests.

Prescribed purposes:

Prescribed purposes are generally defined as

- Soliciting a donation from a member of a company
- As a stockbroker, soliciting business from a member
- Gathering information about the financial status/wealth of a member
- Making an offer for the sale of a financial product



Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification, or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to archive your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of seven (7) years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please sign in to the ADOHTA Member Centre or contact us in writing at executive@adohta.net.au.

ADOHTA will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information if printed copies are required.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.



Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact:

Miss Jasmine Bulman
Company Secretary

Mail:
Australian Dental and Oral Health Therapists Association
PO Box 405
NUNDAH QLD 4012

Email:
Executive@adohta.net.au

Telephone:
0437 767 973

Related ADOHTA Policies:

ADOHTA Event policy
ADOHTA Social Media policy
ADOHTA Cyber Security Policy

ⁱ s173 Corporations Act 2011

