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|  | Title: Policy & Guideline 4: Privacy Policy | |
| | Date Reviewed: September 2021 | Version PG4.21.0 |
| | Approved by: ADOHTA Board | Next Review: September 2022 |

Privacy Policy

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 administrator. 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.

Persons with permission to access the ADOHTA membership database:

1. Administrator
2. President

ADOHTA will not release personal contact details to any other person or organisation except for those essential to the operation of the association.

Any person who considers that ADOHTA holds personal information of theirs can access that information by contacting in writing;

ADOHTA Ltd.
P O Box 405
NUNDAH QLD 4012
E: admin@adohta.net.au

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