



ORTHOPAEDIC NURSES ASSOCIATION OF WESTERN AUSTRALIA

PRIVACY POLICY 2013

1. POLICY STATEMENT

The Orthopaedic Nurses Association of Western Australia (the "Association") is committed to managing the personal details of members and those registering for its education meetings in accordance with the Privacy Act 1988 (Cth).

2. DEFINITION:

Collection means the process of gathering, acquiring or obtaining Personal Information from any source or by any means.

Consent means express consent or implied consent.

Disclosure means transmission of Person Information outside the Association.

Individual means a natural person.

Personal Information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Policy means this Privacy Policy

Record means a document, database, photograph or other pictorial representation of a person but does not include a generally available publication.

Sensitive Information means Personal Information concerning an individual that may be subject to discrimination legislation.

3. SCOPE

This policy applies to past and present the Association's committees, members and non-members registering to attend education meetings, study days and conferences.

4. PURPOSE

The purpose of this Policy is to protect the Personal Information of past and present Association members as well as those who have registered with the Association for education meetings, study days and conferences.

5. POLICY

- 5.1 All Association members, contractors and third parties that handle Personal Information collected on behalf of the Association must abide by this Policy.
- 5.2 All members and others referred to in this Policy must have an opportunity to access this Policy.
- 5.3 All complaints and breach of the Policy must be reported to the Association's President and discussed at the next committee meeting.
- 5.4 The Association will only collect Personal Information necessary to perform its obligations to members and education attendees and ensure its compliance with its statutory obligations. This information must be obtained directly from the concerned individual. Where this is not possible then the information must be verified with the individual as soon as practical.
- 5.5 The Association will take all reasonable steps to secure Personal Information including storing Personal Information in locked premises or password protected devices when stored in electronic format.
- 5.6 The Association will only use and disclose Personal Information for the primary purpose for which it was collected, secondary purposes that the Individual would reasonably expect or where the individual has consented to the disclosure. Instances of secondary purposes includes disclosure of member contact details:
 - (a) In compliance with the *Associations Incorporations Act 1987 (WA)*;
 - (b) To the ANZONA committee whilst the Association remains part of ANZONA including name, title, hospital and email address only; and
 - (c) To Elsevier whilst access to their journal is included in the membership fee including name, mailing address and email address only;but does not include disclosing contact details to employers or trade representatives unless the Individual has requested this in writing to the Association president.
- 5.7 Individuals may opt not to have their email addresses disclosed by writing to the Association president requesting their email addresses be withheld.
- 5.8 Where a third party is not bound under law to follow the National Privacy Principles then the Association will ensure that party agrees to comply with the National Privacy Principles.

LEGISLATION

- 1 Privacy Act 1988 (Cth)
- 2 Associations Incorporations Act 1987 (WA)