

ADEA Privacy Policy

July 2019



Your trusted partner in diabetes care

ADEA Privacy Policy

Version	Date	Name(s)	Notes
1	2016	ADEA	Created and approved
2	2018	Louise Gilmour	Revised
3	12 March 2018	Joanne Ramadge	Approved
4	8 July 2019	Vy Le	Revised
Final	23 August 2019	ADEA Board	Approved
Next review	February 2021		

File path: S:\Operational\Governance-Strategic\Final Approved Policy\Board Approved

Acknowledgements

About ADEA

The Australian Diabetes Educators Association (ADEA) is the peak national organisation for multidisciplinary health professionals who are committed to the provision and excellence of quality, evidence-based diabetes education, care and management with over 2,300 members working in all sectors and across all locations.

ADEA aims to improve the health and wellbeing of people with diabetes by:

1. Assessing diabetes educators based on their qualifications, skills, knowledge and experience through the credentialling program
2. Supporting multidiscipline health professionals through its various programs, including mentoring, education and research
3. Developing and updating relevant policies, standards of practice and clinical guidelines

For more information, visit our website at www.adea.com.au.

Table of Contents

ADEA Privacy Policy.....	2
Acknowledgements.....	3
About ADEA.....	3
Overview	5
Collecting information.....	5
Disclosing information	5
Unauthorised disclosure or access.....	6
Opt- out.....	6
Access to personal information	6
Security	6
Data Quality	6
Notifiable Data Breaches	Error! Bookmark not defined.
Privacy Inquiries	8
Availability and review of Policy.....	8

Overview

ADEA is committed to complying with the [Privacy Act 1988](#) and the [Australian Privacy Principles 2014](#) and the privacy provisions of all applicable legislation. Updated Privacy laws commenced on 12 March 2014 that introduced the new Australian Privacy Principles ('APPs'). The APPS set out the way organisations and government agencies such as the Australian Diabetes Educators' Association can collect, use, disclose, secure and provide access to personal information.

This privacy policy covers all personal information we hold, that is, information, or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion. This includes information we have collected from people through our office, over the phone and over the internet.

Collecting information

When we collect personal information from an individual, we will ensure that we do so in a fair manner and that we let the individual know where and how to contact our organisation. We will only collect information that is reasonably necessary for our functions or activities.

We will advise individuals of the purpose for which their personal information is collected.

If we collect sensitive information (as defined under the Act), we will treat it with the utmost security and confidentiality. We will ensure that it is not collected for any purposes, other than those for which we have obtained the individual's consent, unless the law requires otherwise, or other exceptional circumstances prevail as described under the Act.

Where an individual chooses not to provide requested information, we will advise that individual of what consequences this non-disclosure may have. For example, withholding certain information may limit our ability to provide relevant offers or services to individuals.

ADEA will take reasonable steps to ensure data is accurate, up-to-date and complete.

Using and disclosing information

We will only use and disclose personal information in accordance with the Privacy Act. This means that personal information may be used or disclosed:

- For the purposes for which we have advised that we are collecting it, and for related purposes that the individual would reasonably expect,
- Where we have the consent of the individual to do so,
- As required by law, or
- Under other circumstances where permitted under the Act.

In the course of our business activities, we may need to disclose some of your personal information to relevant staff.

ADEA does not disclose personal information to overseas recipients in any circumstances.

Unauthorised disclosure or access

As ADEA is committed to protecting the privacy of individuals, we will view unauthorised disclosure of, or access to, personal information by our employees or contractors, as a serious breach of this policy. Appropriate action (which may include disciplinary or legal action) will be taken in such cases.

Opt- out

We will always provide individuals with a nil-cost way of contacting us to register a request to “opt - out” from receiving any product offers and direct marketing communications.

Access to personal information

ADEA members can access their personal information via the membership dashboard.

Individuals will be able to access their personal information upon request. However, ADEA may occasionally need to deny access to information in accordance with the exemptions contained in the Act.

Security

Our goal is to protect the personal information collected by ADEA and its associations. Personal information will be managed confidentially and securely and destroyed appropriately when no longer required. We will monitor and implement appropriate technical advances or management processes, to safeguard personal information.

Data Quality

We will take all reasonable steps to ensure that the data we collect, use or disclose is accurate, complete and up to date, and has been obtained directly from individuals or other reputable sources.

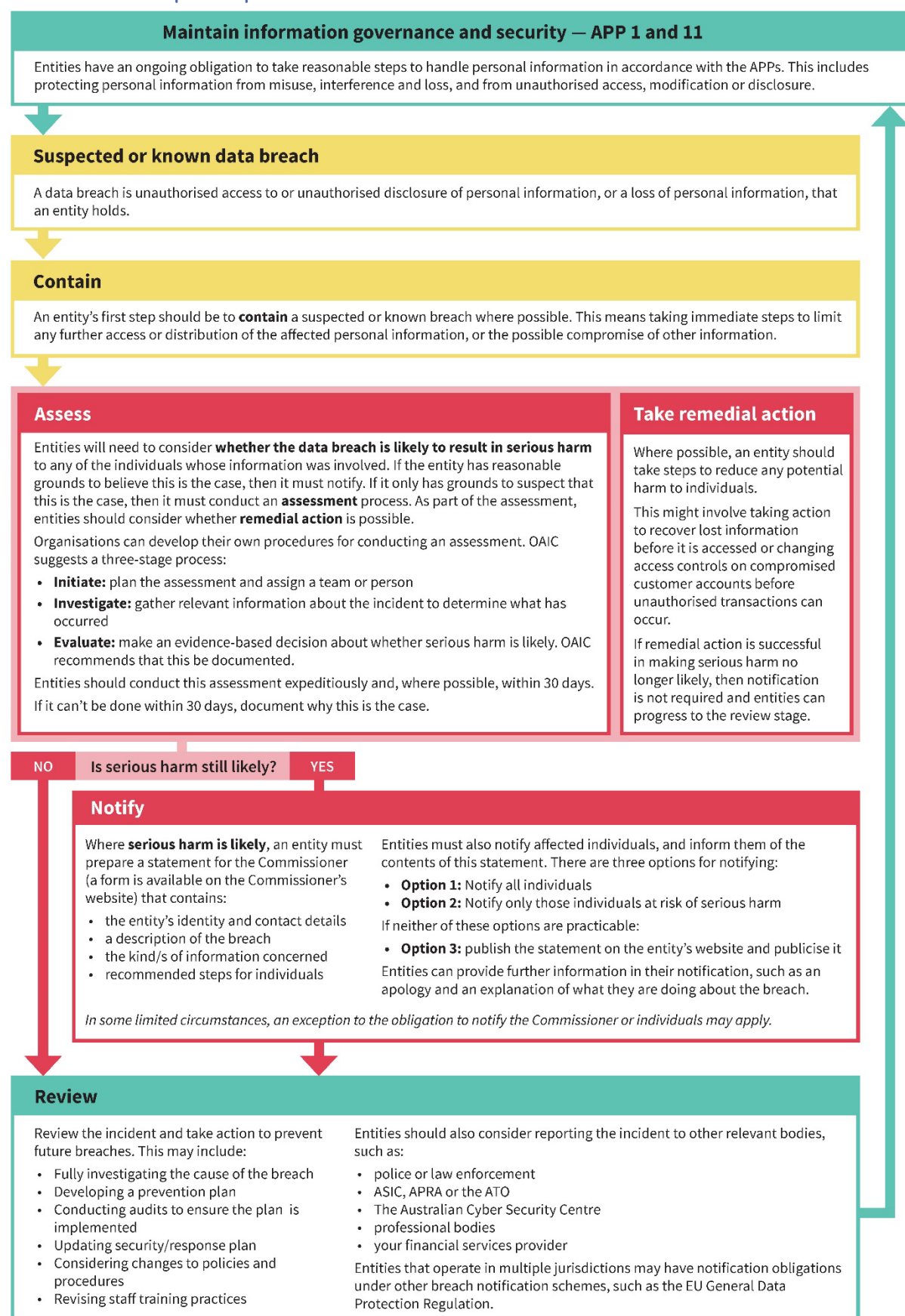
ADEA members are required to review and update their details regularly to keep them accurate, up-to-date and complete. Non-member individuals will also be able to have their information corrected if their details have become out-of-date.

Data Breach Notification Scheme

The Privacy Act establishes a mandatory Data Breach Notification Scheme (DBN Scheme) which requires ADEA to notify particular individuals and the Office of the Australian Information Commissioner about ‘eligible data breaches’.

A data breach is unauthorised access to or unauthorised disclosure of personal information, or a loss of personal information that an entity holds. A data breach is eligible if it is likely to result in serious harm to any of the individuals to whom the personal or sensitive information relates. ADEA will make an objective assessment of whether a data breach is likely to result in serious harm and take remedial action according to its data breach response plan.

Data breach response plan



Refer to the ADEA Data management and response plan for further details.

Privacy Inquiries

Privacy related inquiries or concerns can be directed to the ADEA Privacy Officer on 02 6173 1000.

Availability and review of policy

We will make our privacy policy available upon request and will provide a link to this policy from our website.

This policy will be reviewed from time to time and any amendments will be incorporated into the updated policy.