

PRIVACY POLICY

AUSTRALIAN DENTAL ASSOCIATION (WA BRANCH)

1. Privacy commitment

Australian Dental Association (W.A. Branch) Inc (**ADA WA**) is committed to safeguarding the privacy and confidentiality of the personal information it collects. ADA WA only collects personal information that is necessary for meeting its objects as set out in its Constitution, which are “*to promote the health of the public, the art and science of dentistry, and the interests of the dental profession.*”

2. What personal information does ADA WA collect?

ADA WA collects personal information from members and potential members. The personal information which we collect includes:

- your name, gender and date of birth;
- your qualifications and dates of graduation;
- details of your professional indemnity cover and certificates of currency;
- languages spoken by you other than English; and
- your contact details, including your address, telephone, facsimile and email.

3. Why does ADA WA collect personal information and how does ADA WA use personal information?

ADA WA collects and uses your personal information for the following purposes:

- processing membership applications and renewals;
- updating and maintaining the Register of Members;
- providing membership services to members (including sending out ADA WA publications and communications);
- keeping members informed about member services, products and publications;
- providing continuing education programs;
- sending and processing invoices for membership subscriptions;
- conducting surveys; and
- other purposes which you consent to.

ADA WA may share relevant personal information provided by you with the Australian Dental Association Inc (the national body representing dentistry in Australia) and other organisations to enhance the services offered to our members.

ADA WA may from time to time upon a request being made by an existing ADA WA member, provide that member with the names and practice addresses of other members. This will only occur where it is considered appropriate by the ADA WA executive following consideration of the request and where you have consented to the release.

ADA WA is an authorised corporate representative of MDA National Insurance Pty Ltd (**MDA**). Collection and use of personal information obtained by ADA WA in this capacity is governed by MDA's privacy policy.

Other than as set out in this section, we will not provide personal information to a third party, including overseas third parties, without your prior consent or otherwise as may be required by law.

4. How does ADA WA collect personal information?

The personal information which ADA WA collects is obtained directly from members or potential members through forms completed by individuals, emails, face-to-face meetings and telephone conversations.

5. How does ADA WA store and protect the information we hold about you?

We store personal information in paper copy form and electronically. We take reasonable steps to protect the security of the personal information we hold, including protections against unauthorised access, virus, fire, theft or loss. Our staff are bound by confidentiality agreements regarding the protection of members' personal information.

6. How can you access your personal information?

If you wish to access the personal information that ADA WA holds about you, you can contact us in writing, by email or by telephone and request access to your personal information. Our contact details are set out in Section 8 of this Policy. We will always try to meet your request within a reasonable time.

In some circumstances, your request for access may be denied. These circumstances include:

- if we no longer hold any personal information about you;
- if your request is frivolous or vexatious;
- if the information requested relates to existing or anticipated legal proceedings and would not normally be disclosed as part of those proceedings;
- if providing access would be unlawful; and
- if denying access is required or allowed by law.

If we are unable to give you access to the information you have requested, we will give you written reasons for this decision when we respond to your request.

7. Correcting your personal information

It is important that the information ADA WA holds about you is accurate and up-to-date. You are expected to provide us with any changes to your personal information (including change of address, name, telephone number or email address) to enable us to update our records and the Register of Members. We will always take reasonable steps to ensure that the information that we hold about you is accurate and up-to-date.

If you cease to be member of ADA WA you will be removed from our database but some of your personal information will be held and archived for historical purposes. If you would like for your personal information to be destroyed (not archived) please contact ADA WA.

8. Contact information and resolving your concerns

You can contact ADA WA during our office hours if you have any questions, concerns or complaints about this Privacy Policy or the way in which we collect, store and disclose your personal information. We will always try to respond to you and address your questions, concerns or complaints within a reasonable time. If you have any concerns about a potential breach of this Privacy Policy, please contact the CEO of ADA WA on 9211 5600, who will investigate your concerns and provide a response to you.

This Privacy Policy is available on the ADA WA website at www.adawa.com.au. You can also contact us and request that we send you a copy of this Policy by mail or email.

Our contact details are set out below:

Contact person:	Susan Hurley
Telephone number:	(08) 9211 5600
Office address:	ADA House, 54-58 Havelock Street, West Perth WA 6005
Postal address:	PO Box 34, West Perth WA 6872
Email address:	admin@adawa.com.au