



ASMIRT

2017

Australian Society of Medical Imaging and Radiation Therapy

Privacy Policy





The Australian Society of Medical Imaging and Radiation Therapy (ASMIRT, “we”, “our”, “us”) is committed to ensuring the privacy of the personal information that we collect and hold about individuals.

The privacy policy explains how we manage the personal information we collect, use and disclose. The Australian Society of Medical Imaging and Radiation Therapy complies with the Privacy Act 1988 and the Australian Privacy Principles, as well as other relevant State and Territory legislation regarding the management of personal information.

The purposes for which we collect, hold, use and disclose your personal information

The Australian Society of Medical Imaging and Radiation Therapy is the professional association representing medical radiation practitioners in Australia. We will not collect, hold and use your personal information unless it is necessary for, or directly related to one or more of our functions, activities or services, including (but not limited to):

- To keep a register of members
- To promote professional standards of practice – questions of practice, or professional conduct which may be referred to ASMIRT
- To prescribe and collect membership subscriptions
- To establish and promote standards of professional education, qualifications, conduct and ethics of the profession
- To appoint, employ, remove or suspend such persons as may be necessary or convenient for the purposes of the administration of ASMIRT
- To hold and conduct conferences, meetings, events relevant to the continued education of medical radiation science

If you do not provide your personal information to ASMIRT we may be unable to offer you membership or to maintain your membership, or you may be unable to participate in or have access to our processes, programs, events and activities or provision of other such services.

As required in the relevant membership clauses of the Australian Society of Medical Imaging and Radiation Therapy Constitution, we must disclose members’ full names, and any changes to their membership status, whether by transfer from one grade of membership to another, or by election, resignation or expulsion, to other members of ASMIRT.

For the purposes of the verification of membership, the Australian Society of Medical Imaging and Radiation Therapy may disclose a member’s name and membership status, including their possession of a Certificate of Compliance, to any of the following upon their request:

- State and Territory work cover entities
- Health insurers
- Medicare
- Police
- Ahpra

If any other organisation, person or entity requests that ASMIRT verifies a member’s name and membership status, including their possession of a Certificate of Compliance, we will not do so, until we have received authorisation from the member.



How we collect and hold your personal information

We will generally collect your personal information from you directly. We collect personal information from you in various ways, including:

- When you communicate with us
- If you apply for membership
- When you use our website
- If you provide a product or service to us
- When you participate in any of our activities, conferences, events or programs.

If we collect any personal information about you from another party, where practicable, we will take reasonable steps to inform you why we have collected the information and how we will use it.

Personal information is only kept while it is required for the purpose for which it was collected, for a permitted secondary purpose, or as required by Law. We will take all reasonable steps to ensure that personal information is protected from modification, misuse, disclosure, loss and unauthorised access. We will also take reasonable steps to destroy, or permanently de-identify personal information which is no longer needed.

Surveys

Surveys may be conducted and published on behalf of ASMIRT. The agencies to which your survey responses will be provided are identified at the beginning of the survey.

The kinds of personal information we collect and hold

The kinds of information we collect and hold include a member's

- Full name and contact details:
- Skills, qualifications, employment for the purposes of verifying eligibility for membership
- Supporting documentation that has been submitted as part of participation in any of our panels, programs, or an application for membership, membership renewal or certifications
- Details of any complaints made against members and any actions taken in relation that complaint
- Membership status and history

ASMIRT assigns unique membership numbers to all members. The number appears on the membership certificate and renewal notices. Some information that we collect may be sensitive information. This will only be collected with your consent, or as otherwise permitted by Law.

When you use our website

We will only collect personal information through our website if you voluntarily provide it, including: Your email address, name and other contact details if you transmit these to us electronically in an email message or through a web page form, and Login attempts and/or successful logins linked to your account when accessing pages that require you to enter an username and password (for example when accessing our Members-only pages).

We may collect non-identifying information in relation to your use of our website, including your IP address, the type of browser you use, the files you request, and the domain name and country from which you request information, to monitor and improve our website and services.

Registered Office:

25 King Street
Melbourne Vic 3000

All Correspondence to:

P.O. Box 16234
Collins Street West Vic 8007
Australia

Contact Us:

T (03) 9419 3336
F (03) 9416 0783
W www.asmirt.org

Google Analytics

We use Google Analytics to collect information about how people use this website. The information we obtain from Google Analytics is used to help us understand users' needs so that we can offer a better user experience.

Our website may use cookies to assist in making your browser experience better and to allow us to improve our website. Google Analytics uses 'cookies' to collect information about which pages you visit, how long you are on the site, how you got there (for example from a search engine, a link, an advertisement etc) and what you select. Information collected by the cookies (including your IP address) is transmitted to and stored by Google on servers in the United States.

By using this website, you consent to the processing of data about you by Google in the manner described in Google's Privacy Policy and for the purposes set out above. You can opt out of Google Analytics if you disable or refuse the cookie, disable JavaScript, or use the opt-out service provided by Google.

Our website contains links to other website. Our privacy policy has no application to any other website and ASMIRT is not responsible for the practice or the content of any other website.

How you may access the personal information that we hold and seek a correction of such information

You have the right to gain access to the personal information that we hold about you.

Members can view and modify certain personal information we hold about them by logging into the Members-only section of the website and accessing their Membership Profile.

Members may seek a copy of their information on the member database. This information will be forwarded to members when requested in writing free of charge in the form of a printout of the database information.

ASMIRT will take all reasonable steps to correct information where an individual is able to show that the information in question is not accurate, complete, or up-to-date. In some circumstance, ASMIRT may not permit an individual to access some or all of their personal information or we may not agree to correct their personal information. In these cases, we will act in accordance with the Australian Privacy Principles. This includes verifying your identity, notifying you of the reason for not providing you with access to, or agreeing to correct, your personal information.

Data security

We take steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure and against other misuse. These steps include storing electronic files in secure facilities, encryption of data, regular backups of data we hold, audit and logging mechanisms and physical access restrictions.

When no longer required, personal information is destroyed in a secure manner.

Changes to our privacy policy

We will review this privacy policy from time to time, and inform members and other individuals of any changes to this policy by placing the revised policy on our website.

How to make a complaint about a potential breach of your privacy

If you have a complaint about the manner in which ASMIRT has handled your personal information, please contact us at the contact details below. We will endeavour to resolve your complaint promptly.

Contact Details:

The Chief Executive
The Australian Society of Medical Imaging and Radiation Therapy
PO Box 16234
Collins Street West
Vic, 8007

Email: execoff@asmirt.org

Registered Office:
25 King Street
Melbourne Vic 3000

All Correspondence to:
P.O. Box 16234
Collins Street West Vic 8007
Australia

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