



ADA PRIVACY GUIDELINES AND COMPLIANCE

1 **Introduction**

- 1.1 The Privacy Act 1988 was amended in 2001 to establish the ten National Privacy Principles.
- 1.2 The Australian Dental Association Inc (ADA) has ensured that its actions are compliant the Act.
- 1.3 **Definition**
Act is the Privacy Act 1988.

2 **Principles**

Collection of data

2.1 The ADA collects and maintains information about its members in the form of personal identification data and historical information relating to the provision of services to members and their involvement in the Association. In managing this data, the ADA adheres to the National Privacy Principles. Member details are retained for the following purposes for which consent is implied. Other purposes would require the specific consent of the member for these data to be used.

2.1.1 Primary Purposes of collecting data are:

- Mailing of ADA publications;
- Special communications from ADA to members, e.g. Presidential letters;
- Provision of membership services provided under ADA agreements;
- Discounts on commercial services, e.g. car purchase, financial services;
- Continuing education programmes;
- Subscription notices; and
- Contact details for communication with membership on ad hoc basis.

2.1.2 Secondary Purposes of collecting data are:

- Communication of data to service providers with which the ADA has co-operative arrangements;
- Promotions for ADA activities e.g. Congresses and Conventions;
- Provision of membership data base to ADA affiliate bodies; and
- Collation of certain membership data for provision to members-ADA Dental Directory.

2.2 Use and disclosure of data

The ADA will only use or disclose personal information for the purpose it was collected unless the member has consented, other than those rare circumstances where it is necessary in the interests of public health and safety or law enforcement.

2.3 Data quality

The ADA will take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

2.4 Data security

The ADA will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

2.5 Openness

This Policy Statement is promulgated to members and will be made available on request to the general public.

2.6 Access and correction

Any ADA member can have access to their personal information held in ADA records on request. If an ADA member wants to gain access to or correct any of the personal information held by the ADA about that member, or if further information on how the ADA handles personal information is required, the Chief Executive Officer should be contacted.

2.7 Identifiers

The ADA will not adopt, use or disclose an identifier that has been assigned by any government "agency".

2.8 Anonymity

The ADA will give members the option to interact anonymously whenever it is lawful and practical to do so.

2.9 Trans-border data flows

The ADA will not transfer personal information to a recipient in a foreign country unless this information will have appropriate protection.

2.10 Sensitive information

The ADA will not collect sensitive information unless the individual member has consented, it is required by law, or in other special specified circumstances, for example relating to health services provision and individual or public health or safety.

3 Policy

3.1 ADA must comply with the Act.

Policy Statement 7.1

Documented by ADA Federal Council, November 15/16, 2001.

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