

PRIVACY POLICY

Principles

The Australian Dental Research Foundation (ADRF) is a company limited by guarantee and registered with the Australian Charities and Not for Profits Commission (ACNC). The Foundation is committed to the following principal objectives:

- To foster and support dental research for the purpose of improving the health of the community with funds derived from investment income and use of any bequest, legacy, gift, or other income.
- To encourage all fields of dental research by awarding grants to competent persons.
- To encourage, develop and support activities that stimulate a methodical approach to dental research and foster the continued advancement of dental knowledge.
- To make grants to Dental Schools and approved Research Institutes and individuals Australia-wide for research programmes.
- To provide for the publication and dissemination of the results of such research projects supported by the Foundation as the Board may consider appropriate.

Privacy

This privacy policy sets out the approach which the Australian Dental Research Foundation takes in relation to the treatment of personal information. It includes information on such things as how the Foundation collects, uses, discloses, and keeps secure individuals' personal information. It also provides guidance as to how ADRF makes the personal information it holds available for access to and correction by the individual. This policy has been drafted having regard to ADRF's obligations under the *Privacy Act 1988 (Cth)*, including the National Privacy Principles. **

Collection

The information that ADRF collects takes various forms, depending on the nature of a particular service and how individuals have chosen to engage with us. In most cases collection relates to the following:

- Contact details
- Professional details
- ADRF supporters and donors' information
- Friends of the ADRF – who have made a bequest
- Financial or payment information
- Suppliers and service providers
- Grant applicants and student applicants and supervisors
- Email correspondence
- Telephone/Voice recordings
- Face to face contact
- Social media
- Via the website
- ADRF events and functions

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- Photography and images from ADRF events

As parent organisations of the Foundation, the Australian Dental Association (ADA) and the Australian Dental Industry Association (ADIA) member information may also be collated and members contacted.

Notification of Collection

When personal information is collected from individuals, in most cases it will be self-evident, such as when individuals complete a donation form or a grant application form or purchase an ADRF Appointment Book.

Use and Disclosure

Information is used in a variety of ways such as, but not limited to, the following:

- ADRF Annual Report
- ADRF Special Research Supplement of the Australian Dental Journal
- Social Media, LinkedIn
- ADRF website

Anonymity

In accordance with the National Privacy Principles, where practical, an individual may deal with the Foundation on an anonymous basis. Should you wish for anonymity, please contact the ADRF Services Officer.

Third Parties

The ADRF has a relationship with third parties who have visible privacy practices that align with our obligations under Australian privacy law.

These include:

Australian Dental Journal

Together with our parent, Australian Dental Association (ADA) we use international publishing house, Wiley (John Wiley & Sons Inc), for the collation and distribution of the ADRF Special Research Supplement of the Australian Dental Journal. Wiley offers clear information about their privacy practices in their privacy policy.

<https://www.wiley.com/en-au/privacy>

Personal information collected and managed on our behalf by Wiley is stored securely in the European Union in accordance with Wiley's obligations as a data processor under the EU General Data Protection Regulation **. As part of the ADRF grant and scholarship conditions, researchers submit content for publication in this professional journal. Please contact the ADRF Services Officer should you like a copy of the research grant conditions.

Security and Access to Information

In general, only ADA, ADIA, and ADRF staff and contractors may view an individual's personal information. ADRF or its parent organisations will only grant access to other parties to view personal information where the Foundation believes that it is necessary and, in the individual's best interests for those people to view that personal information.

Accuracy

ADRF will take reasonable steps to ensure that personal information is accurate and provide opportunities for individuals to update their personal information.

Storage

Personal Information is stored electronically and sometimes in hard copy. Reasonable steps will be taken to ensure that personal information is secure.

Destruction

ADRF regularly deletes or securely destroys personal information if the information is no longer needed by the Foundation.

Access

This Privacy Policy is available on ADRF website www.ada.org.au/AusDentResearchFoundation/ADRF-Home

Update of Individual Records: Individuals can update their personal information at any time by contacting the ADRF Services Officer. Access is generally granted within thirty days of that request.

Denial of Access: A request by an individual to access their personal information may be withheld in a certain number of limited circumstances in accordance with the Privacy Act 1988 (Cth). Where ADRF does withhold personal information, the Foundation may choose to give individuals a summary of that information.

For further information on the ADRF Privacy Policy or how ADRF handles your information please contact the ADRF Services Officer, adrf@dentalresearch.org.au

*** With respect to our members and other individuals who may engage with us from overseas: In acknowledgement of the rapidly changing face of global privacy, we are working to align our privacy program with the requirements of the European Union's General Data Protection Regulation (GDPR).*

Approved

Version 1.0	Board of Directors	19 Nov 2019
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