

## AUSTRALIAN TRADITIONAL-MEDICINE SOCIETY LTD PRIVACY POLICY

### 1. INTRODUCTION – OUR COMMITMENT

The Australian Traditional-Medicine Society Ltd (**ATMS**) is committed to protecting the privacy of personal information which ATMS collects, holds and administers. Personal information is information or an opinion about a person, whose identity can be directly or indirectly apparent or reasonably ascertained from that information or opinion.

The aim of the ATMS is both to support and ensure that it complies with the *Privacy Act 1988* (Cth) (**Privacy Act**). The information set out below in the ATMS Privacy Policy (**the Policy**) is largely a summary of our obligations under the Privacy Act, particularly in relation to the relevant Australian Privacy Principles (**APP's**). ATMS also seeks to comply with the *Spam Act 2003* (Cth) (**Spam Act**) that is aimed at reducing the number of unsolicited electronic mail messages (**E-mail**) that you receive.

ATMS collects and administers a range of personal information for the purposes of running the Association for multi modality natural medicine professionals. ATMS is committed to protecting the privacy of personal information it collects, holds and administers.

ATMS recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

ATMS is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

ATMS will:

- Collect only information which the ATMS requires in order to conduct its business;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access wherever possible; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

ATMS believes that this Policy will address any potential concerns you may have about how personal information provided (directly or indirectly) to ATMS is collected, held, used, corrected, disclosed and transferred. On request, you can obtain more information about the way ATMS manages the personal information collected and held. ATMS contact details are set out further below.

---

## 2. COLLECTION

In the course of our activities ATMS will collect and hold personal information such as (without limitation) details on ATMS members, seminar and meeting attendees and course providers. Personal information may also be collected when individuals provide personal information on the ATMS website and information that is intended for publication by ATMS.

Personal information may be collected by ATMS in a number of circumstances, including when an individual:

- makes an enquiry with us via email or telephone;
- visits our website;
- attends an event hosted by us; or
- applies to work with us.

If you do not provide the information requested by ATMS, we may not be able to provide you with our services. Where reasonable and practicable we will only collect personal information about you, from you.

Wherever it is lawful and practicable we will give you the option of not identifying yourself or not providing personal information when entering transactions with us. However failure to provide full and complete information we require may mean we are unable to provide services to you fully and properly.

## 3. USE AND DISCLOSURE

ATMS will use your personal information for the purpose for which it has been provided, for reasonably related secondary purposes, any other purpose you have consented to and any other purpose permitted under the Privacy Act. This may include using your personal information for the following purposes:

- to provide you with the products or services you requested;
- to assess, process and manage your application to work with us; or
- for complaints handling or data analytics purposes.

By providing us with your personal information, you consent to us disclosing your information to such entities without obtaining your consent on a case by case basis.

In order to fulfill the purposes set out above we may provide access to your personal information to third parties with whom we have a business relationship, for example, those who participate in or arrange conferences. You accept that not all recipients of your information may have privacy policies equivalent to ATMS' and you consent to the disclosure of your personal information for those purposes.

We may from time to time transfer personal information outside Australia in accordance with the Privacy Act to countries whose privacy laws do not provide the same level of protection as Australia's privacy laws. For example, we may transfer your personal information to the United Kingdom. We may also use cloud storage and IT servers that are located offshore.

By providing us with your personal information, you consent to us disclosing your information to entities located outside Australia and, when permitted by law to do so, on the basis that we are not required to take such steps as are reasonable in the circumstances to ensure that any overseas recipient complies with Australian privacy laws in relation to your information.

#### **4. DIRECT MARKETING**

ATMS may contact you via mail, telephone, e-mail, or through social media, to provide you with information and updates on ATMS services available to our members. When you become our member, or sign up to our newsletter updates you consent to us using your personal information for direct marketing purposes. This consent can be withdrawn at any time.

If you do not wish to receive marketing information, you may at any time decline to receive such information by contacting our Privacy Contacts using the contact details below. We will not charge you for giving effect to your request and will take all reasonable steps to meet your request at the earliest possible opportunity.

In accordance with the *Spam Act*, all commercial emails from ATMS (i.e. ATMS newsletter and email list) will enable you to unsubscribe from that particular type of email from ATMS and you can unsubscribe at any time. Until you unsubscribe you will continue to receive emails from ATMS.

#### **5. DATA QUALITY, SECURITY AND RETENTION**

ATMS will take reasonable steps to ensure the personal information collected is accurate, complete, up to date, and relevant to the functions we perform.

ATMS will use its best endeavours to:

- Safeguard and protect the personal information we collect and store against misuse, loss, unauthorised access and modification;
- Destroy or permanently de-identify any personal information that is no longer needed by the ATMS.

## 6. ACCESS AND CORRECTION

ATMS will ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Individuals can request that ATMS provides details on what personal information is held and what ATMS does with the personal information. Following the receipt of an individual's request, ATMS may provide access by allowing you to inspect the personal information held in person, or by providing you with copies of the personal information (depending on the circumstances).

If you can show ATMS that the personal information held is inaccurate, incomplete, misleading or not up to date, ATMS will take reasonable measures to amend the personal information.

Access to personal information can be refused in a number of situations such as where the request is frivolous, or where providing access would be in breach of the law, would pose a threat to health and safety or would unreasonably interfere with another person's privacy.

If access is refused, we will provide you with reasons for this refusal.

## 7. ANONYMITY

ATMS will:

- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys;
- Where possible make the use of pseudonyms when publishing articles and other online material that may contain personal information; and
- Not adopt any identifiers that may be provided, as our own.

## 8. MAKING INFORMATION AVAILABLE TO OTHER ORGANISATIONS

Subject to elsewhere noted in this Policy, ATMS can:

- Only release personal information about a person with that person's express permission. For personal information to be released, the person concerned must sign a release form and return to ATMS. The ATMS contact details are outlined below.
- Release information to third parties where it is requested by the person concerned.

## 9. THIRD PARTY WEBSITES

The ATMS website contains links to third party websites. ATMS does not take responsibility for any privacy practices or privacy policies of those other websites. It is recommended you check the privacy policies of any third party websites.

---

## 10. ATMS WEBSITE AND COOKIES

When you visit the ATMS website, we may collect certain information from you such as the operating system, browser type, the time, date and server address. This information is used in an aggregated manner to enable us to analyse how people use our site, so that we can improve our customer service and help us to make our website easier and more efficient to use. A cookie is a small file which remains on your computer and contains the information collected. Cookies cannot identify the individual user, just the computer used.

If you do not wish to use cookies, settings can be adjusted on your internet browser to enable you to reject cookies or receive notification when they are being used. If you decide not to display cookies, it may mean that you are unable to gain access to all content and facilities on our website.

## 11. COMPLAINTS RESOLUTION

ATMS is committed to providing members and other parties whose personal information we hold, a fair, transparent and responsible system for handling complaints.

If at any time you have any complaints in relation to privacy or the operation of this Policy, please contact our Privacy Officer [or insert other position] at one of the contact points referred to below. We will seek to address any concerns that you have through our complaints handling processes, but if you wish to take matters further you may refer your concerns to the Office of the Australian Information Commissioner.

## 12. CHANGES TO THIS POLICY

At ATMS we are constantly reviewing our policies and statements in an attempt to keep up to date with legal developments and industry expectations. Subsequently, we may change or withdraw this policy from time to time as the need arises without notice or consultation.

## 13. CONTACT US

If you seek any further information from ATMS about this privacy policy, please contact our Privacy Officer, Karen Seaton at one of the contact points below:

- [info@atms.com.au](mailto:info@atms.com.au)
- Suite 12, 26 Bank Street, Meadowbank NSW 2114
- PO Box 1027, Meadowbank NSW 2114
- Telephone: +61 2 8878 1500
- Facsimile: +61 2 98097570

Further comprehensive information on privacy in Australia can be obtained by visiting the website of the Office of the Australian Information Commissioner at <http://www.oaic.gov.au/>.

This Privacy Policy was last updated in July 2014.