

NAATSIHWP Website Privacy Policy

Welcome to the National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners (**NAATSIHWP**) website. NAATSIHWP is committed to protecting your privacy and the personal information which the organisation collects, holds and administers. If you continue to use this website, you agree to comply with and be bound by the following Privacy Policy, which together with our Terms and Conditions governs NAATSIHWP's relationship with you in relation to this website. If you disagree with any part of this Privacy Policy, please do not use our website.

Your use of any information or material on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services, or information available through this website meet your specific requirements.

The terms 'NAATSIHWP' or 'us' or 'we' refers to the National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners as the owner of the website, whose registered office is at Suite 3, Ground Floor, 31-37 Townshend Street, Phillip, ACT, 2606, ABN 61 138 748 697. The term 'you' refers to the user or viewer of our website.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. When engaging with our website, examples of Personal Information we collect include, but is not limited to names, addresses, date of birth, email addresses, phone numbers, residential or postage addresses, and credit card details. Further Personal Information related to qualifications, workplace details, and descent may also be requested for those seeking to apply for NAATSIHWP membership.

This Personal Information is obtained in many ways including through correspondence, via our website, via telephone, from media and publications, from social media, from other publicly available sources, from cookies and from third parties (e.g. Salesforce, Windcave and/or Square Payments). We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of the conduct of business, maintaining membership, and advocacy efforts. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

Personal information about your engagement with our website is collected only when knowingly and voluntarily submitted. When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record, health information, or financial information. People applying for NAATSIHWP membership may also be required to provide sensitive information documents related to, but not limited to, their employment, qualifications and Aboriginal and/or Torres Strait Islander descent as requested by us.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or
- Where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party, and consent to it.

The website uses cookies and may collect information about your IP address to monitor browsing preferences. If you do not allow cookies to be used, it may affect the functions of the website and your personal information may be stored by us for internal use.

Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we specifically exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Copies of correspondence sent from the website, that may contain personal and/or sensitive information, are stored as archives for record-keeping and back-up purposes only. Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in secure files which will be kept by us for a minimum of 7 years and maximum of 12 years depending on purpose for which information was obtained.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing. In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records.

Policy Updates

This Policy may change from time to time and will be made available on our website as soon as possible.

Privacy Policy Complaints and Enquiries

To contact NAATSIHWP regarding this policy, please email the Policy, Projects, and Research Team at policy@naatsihwp.org.au.