

AUSTRALASIAN EPIDEMIOLOGICAL ASSOCIATION PRIVACY POLICY

Last updated: 6 August 2019

INTRODUCTION

The protection of personal information is important to the Australasian Epidemiological Association (AEA). AEA is committed to respecting the right to privacy and the protection of personal information.

This Privacy Policy explains in general terms how AEA manages personal information. It also describes, in general terms, the types of personal information held and purposes for which it is held, together with how the information is collected, held, used and disclosed.

COLLECTION OF INFORMATION

When information is collected

Information will be collected from a person when they:

- Become a member of the AEA, or renew their membership
- Register for an AEA conference
- Subscribe to any publications of AEA
- Voluntarily provide their details in order to receive information from the AEA.

What information is collected

Generally, the information collected by the AEA about a particular person may include:

- a person's title, first name and last name*
- postal address*
- email address*
- telephone number
- professional URL
- Twitter handle
- gender*
- ancestry*
- employment agency
- organisation
- department
- type of work
- Do you live with the effects of an injury, a long-standing illness or disability?*
- membership index*
- interest in a Special Interest Group
- disaster support
- field of expertise and interest
- position, place of employment#
- expert profile#

* Mandatory

If nominating as an expert (find an expert)

The type of information collected will depend on the circumstances of collection.

As well as collecting information directly, there may be occasions when AEA will collect information from third parties, for example, from local chapters and affiliates.

AEA will, before or at the time of collection, take reasonable steps to ensure that persons are aware of:

- the purpose for which the information is collected
- the organisations or types of organisations to which AEA usually discloses personal information.

SENSITIVE INFORMATION

AEA is required by law to obtain consent in the collection of “sensitive” information. Sensitive information includes (but is not limited to) information that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs or affiliations, health information or details of criminal records.

AEA will assume consent to the collection of all sensitive information provided to us for use in accordance with this Privacy Policy, unless told otherwise.

USING AND DISCLOSING PERSONAL INFORMATION

All personal information collected by AEA is only available to those authorised individuals who need to handle that information for the purpose of its collection.

In some circumstances, personal information may also be disclosed outside AEA. For example:

- when required by law
- to an enforcement body when reasonably necessary
- to lessen or prevent a threat to an individual or public health or safety.

AEA may also disclose information to organisations contracted by the AEA to provide membership management services or organise AEA conferences, and to local chapters. In such circumstances, AEA will require such parties to keep the information confidential and not to use the information for any purpose other than that for which it is disclosed to them.

We will assume consent to use non-sensitive information to provide services to members, in accordance with the AEA Policy on the Use of Membership Mailing Lists, which is available at www.aea.asn.au

Every person whose data is collected by AEA will have the option to refuse email from AEA by notifying the AEA Privacy Officer (details below).

KEEPING PERSONAL INFORMATION ACCURATE AND UP-TO-DATE

AEA will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. Personal information can be corrected, completed or updated by contacting the AEA Privacy Officer.

PROTECTING PERSONAL INFORMATION

AEA stores membership information in the AEA website. The content and membership management data of the website is stored at [Interserver](#) Inc. data centre Secaucus, New Jersey, USA. Every page of the website is secured with HTTPS to protect the integrity and confidentiality of the data users exchange on the site. Financial details of users are not stored on the server and are not available to administrators. Payments are managed through third-party providers PayPal and eWAY.

The security of personal information is important to AEA and reasonable steps to protect it from misuse, loss, unauthorised access, modification or disclosure will be taken.

Some of the security measures AEA uses include:

- Confidentiality requirements of our employees and service providers
- Security measures for system access, including password protection
- Two-person login and approval for all financial transactions

LINKED WEBSITES

Websites that are linked to the AEA website are not subject to AEA's privacy standards, policies or procedures. These individual websites would need to be contacted or reviewed directly to determine their privacy standards, policies and procedures.

ACCESS & CORRECTION

Access to an individual's own personal information held by AEA is possible through their online profile.

For legal and administrative reasons, AEA may also store records containing personal information in its archives. A person may seek access to such records, but may be charged a fee for access.

REMOVAL FROM MARKETING DATABASES

Any person who does not want to receive email or posted offers and/or wishes to be deleted from AEA mailing lists should unsubscribe from the mailing list they are receiving email from, an unsubscribe button is always at the bottom of any email generated for an AEA mailing list.

MEMBERSHIP OFFICER

Contact details for the AEA Membership Officer (who handles privacy matters) are as follows:

Membership Officer
Australasian Epidemiological Association
Email: membershipofficer@aea.asn.au

RESOLVING PRIVACY ISSUES AND COMPLAINTS

Any issues or complaints in relation to the collection, use, disclosure, quality, security and access of your personal information, may be made to the AEA Membership Officer, who may be contacted at the email address above.

For further information on AEA's management of personal information, please contact the AEA Membership Officer.

Further information on privacy generally can be found at www.privacy.gov.au or via the Privacy Officer hotline on 1300 363 992.

AEA may amend this Privacy Policy from time to time.

Australasian Epidemiological Association
August 2019

AUSTRALASIAN EPIDEMIOLOGICAL ASSOCIATION POLICY ON THE USE OF MEMBERSHIP MAILING LISTS

The Australasian Epidemiological Association (AEA) collects information on its members in accordance with its Information Privacy Policy. This policy is available at www.aea.asn.au/about/the-aea/aims-governance-policies, or by writing to the AEA Membership Officer at membershipofficer@aea.asn.au

From time to time, the AEA needs to contact its members (both financial and non-financial) in order to provide appropriate services and to conduct its core business activities.

AEA is committed to respecting the right to privacy and the protection of personal information. Therefore, **the AEA will not release its membership mailing lists to any other organisation**, other than a local chapter of Special Interest Group of AEA. The AEA will instead distribute any relevant information directly to its members. Outgoing notices must be approved by two members of Council.

Approved notices may be sent either by email or in conjunction with the regular AEA Bulletin. Email notices will be sent using a silent list of recipients. Members may choose to opt out of the electronic mailing list by contacting the AEA privacy officer at membershipofficer@aea.asn.au. Note that opting out does not apply to official AEA notices.

Relevant Information

For the purposes of this policy, the following categories of information have been identified as relevant to members and therefore eligible for distribution by AEA:

1. Official AEA business, including but not limited to Council notices and membership renewal notices
2. Information on courses, workshops, conferences and similar activities in epidemiology, biostatistics, public health and related fields
3. Employment opportunities in epidemiology, biostatistics, public health and related fields

Fees for distribution

The AEA will normally charge an administrative fee for the circulation of notices other than AEA official business. This fee will be reviewed as necessary, but is currently \$100 for email circulation in the AEA Bulletin. Free advertising may be possible for events that align with the AEA aims and strategic plan, refer to the AEA in-kind and financial support of events Policy [on the website](#) for further information.

Requests to distribute notices

Requests for distribution of material to AEA members, whether by email or in conjunction with the AEA Bulletin, should be made in the first instance to bulletin@aea.asn.au

**Australasian Epidemiological Association
August 2019**

Privacy Collection Statement *(this statement should appear on all data collection forms, including membership renewal forms)*

AEA collects information about you to provide you with services relevant to your interest in epidemiology. If the information is not provided, AEA may not be able to provide certain services. AEA may disclose your non-sensitive personal information to sponsors and to those organisations required by law. Further details can be found in our Privacy Policy and our Policy on the Use of Membership Mailing Lists, both of which are available at www.aea.asn.au. Access to an individual's own personal information held by AEA is possible through their online profile. You can contact the AEA Membership Officer at the following e-mail address: membershipofficer@aea.asn.au