



ACPSEM

Australasian College of Physical Scientists & Engineers in Medicine
ABN 44 005 379 162

ACPSEM Privacy Policy



1. Purpose

This Privacy Policy explains how the Australasian College of Physical Scientists & Engineers in Medicine (ACPSEM) and its representatives manage your personal information, including new categories such as biometric and genetic data, in compliance with the expanded scope of the *Privacy Act 1988 (Cth)* (the Privacy Act).

2. Our Commitment

The ACPSEM is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act. The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. Our aim is to both support and ensure that we comply with these principles. Further information on privacy in Australia may be obtained by visiting the website of the Office of the Australian Information Commissioner (OAIC) at <https://www.oaic.gov.au/>.

3. What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect includes names, addresses, email addresses, phone and facsimile numbers.

Personal Information is obtained through various methods, including membership applications, renewal notices, interviews, correspondence, telephone, email, our website www.acpsem.org.au, and new technologies such as biometric scanners. Consent is obtained explicitly, informed and freely given, ensuring compliance with stricter consent and notice rules.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We ensure that our data practices meet the new fairness standard by being transparent about data handling and providing clear justifications for data collection and use.

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. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

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.

4. 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 or health information.

Sensitive information will be used by us only:

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



5. 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.

6. Disclosure of Personal Information

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

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

7. Security of Personal Information

Your Personal Information is stored securely, adhering to new security standards to protect it from misuse, loss and unauthorised access, modification or disclosure. Data is retained only as long as necessary and is destroyed or permanently de-identified when no longer needed.

8. Access to your Personal Information

You may access the Personal Information we hold about you and update and/or correct it, subject to certain exceptions. We may charge an administrative fee for providing copies of your Personal Information. Identification may be required to protect your data.

9. 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 and ensure we can continue to provide quality services to you.

10. Policy Updates

This Policy may change from time to time and is available on our website www.acpsem.org.au.

11. Privacy Policy Complaints and Enquiries

Please contact our Privacy Officer on 02 8305 3900 or email admin.support@acpsem.org.au if you wish to complain about a breach of the APP or disagree with a decision we have made about our Privacy Policy. Your complaint will be investigated and responded to within 30 days. If unsatisfied, you may contact the Office of the Australian Information Commissioner."



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**Document History**

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Version Control

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1.0	9 April 2025 (Approved 26 May 2025)	BBSA	implement a new policy aligned to upcoming Privacy Act changes