

# Privacy Policy

## Introduction

We appreciate the importance of protecting your personal information and recognise the trust placed in us when you supply your personal information to us. We believe that this Statement will address any potential concerns you may have about how personal information you provide is collected, held, used, corrected, disclosed and transferred. You can obtain more information on request about the way we manage the personal information we hold.

The Privacy Act 1988 (Privacy Act) is an Australian law which regulates the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information, and access to and correction of that information. The Privacy Act includes:

- 13 Australian Privacy Principles that apply to the handling of personal information by most Australian and Norfolk Island Government agencies and some private sector organisations
- credit reporting provisions that apply to the handling of credit-related personal information that credit providers are permitted to disclose to credit reporting bodies for inclusion on individuals' credit reports.

Under the Privacy Act 1988 the Australian Spinal Research Foundation (Spinal Research) is not required to comply with the Australian Privacy Principles. However, in recognition of your trust in us and based on our organisational values, we have implemented a Privacy Policy. This policy explains how we handle personal information relating to individuals, whether or not they are members. Nothing in this policy limits any of our other obligations at law.

We are committed to protecting the privacy and security of personal information obtained from individuals. This deals with the collection, use and disclosure of personal information as well as access to personal information and security issues. The expression 'personal information' is used in this policy to refer to information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

## Collection of personal information

When you give us personal information such as your name and address, we record it on our database and use it to contact you. The type of personal information that Spinal Research collects about you depends on your interaction with the organisation. For example, we will collect personal information from you if you:

- join Spinal Research as a member
- become a Chiropractic Research Partner
- register for professional development activities
- subscribe to a journal, newsletter or other publication or service
- register at the website
- register or attend an event or activity organized by the Foundation or its representatives.

We may also collect your personal information from publicly available sources. We will only collect personal information from you by lawful and fair means, without being unreasonably intrusive (such as when you complete a membership application or update form, enrolment form, registration form, questionnaire or similar). Generally speaking, the purpose of collection and the minimum information you need to provide, will be conveyed to you at the time of collection. If you choose not to provide the personal information requested, Spinal Research may not be able to provide you with tax receipts, the registration, products or services you require.

## Use and disclosure of personal information

We may use your personal information to send you information on research, related chiropractic news, topical information or to let you know about events or activities. Each time that we send you a direct marketing communication we will provide you with a simple way to opt out of receiving similar communications in the future.

In general, we deliver communications from third parties to you without disclosure of your information. However, Spinal Research may allow third parties to mail you occasionally with information that we believe may be of interest to you. We do not give these organisations your details. Instead these mailings are arranged through an independent party, which is strictly compliant with privacy legislation. Whenever we contact you, we will always give you an opportunity to opt-out of receiving further information from these parties.

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However if you choose to respond to communications from a third party organisation, they may then obtain your information and send further offers to you directly.

Your personal information may be used in order to:

- provide the products and services you have requested
- administer and manage transactions, including charging, billing and collecting debts
- research and develop Spinal Research's offerings
- gain an understanding of your personal information and communication needs in order for Spinal Research to provide communications and services
- ensure compliance with Spinal Research's Constitution (in the case of members)
- provide you with access to and information about a range of current and future offerings
- provide Spinal Research trade exhibitors and sponsors with information so that they may contact you in relation to their service offerings.

You may at any time opt out of selected offerings. For more information contact our office.

For the purposes set out above, Spinal Research may disclose your personal information to third party organisations. The organisations to which Spinal Research discloses information may include:

- external service providers to whom Spinal Research has contracted out certain functions, such as data base maintenance providers, printers, mailing houses, advertising agencies, but only for the purpose of providing the service Spinal Research has contracted out
- Spinal Research event partners, sponsors and exhibitors
- Government and regulatory authorities and other organisations, as required or authorised by law
- Spinal Research's advisers
- Spinal Research related companies
- Other professional bodies

### Data quality and security

Spinal Research takes all reasonable precautions to ensure that your personal information is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide. We recommend that you let us know if there are any changes to your information

Spinal Research actively seeks to ensure that all personal information we collect is protected from misuse, unauthorised access, modification or disclosure. We have internal data protection and electronic data transmission procedures and all payments, donations and communications made on-line via our web-site are secure.

Upon request, Spinal Research will provide you with access to your personal information, subject to exceptions stated in the Privacy Act. If you would like access your personal information, please make your request in writing to the Chief Executive Officer, Australian Spinal Research Foundation. We will require appropriate identification for security purposes. Spinal Research reserves the right to charge a fee for searching and providing access to information.

If you would like more information on the use of your personal information please contact the Foundation office in writing.

### Changes to our Privacy Policy

Spinal Research may, without notice, amend or modify its Privacy Policy by posting the amended Privacy Policy to the Foundation's website. Our contact information is:

Australian Spinal Research Foundation - PO Box 1047, Springwood Qld 4127 Telephone: +61 7 3801 2000 - Email: [info@spinalresearch.com.au](mailto:info@spinalresearch.com.au) - [www.spinalresearch.com.au](http://www.spinalresearch.com.au)