



PODIATRY

Australian Podiatry Association SA Inc

PRIVACY POLICY

Updated 17th May 2010

Review date: May 2011

Australian Podiatry Association SA Inc.

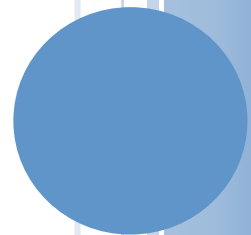
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OVERVIEW

The South Australian Podiatry Association Inc. collects and maintains records which may contain personal information about its members, non-members, students and suppliers to the profession. The information collected is to assist the Association to deliver services in accordance with the Associations Incorporation Act 1985 and the Australian Podiatry Association SA Inc. Constitution.

To comply with the eleven *Information Privacy Principles* from Section 14 of the *Privacy Act 1988 (cth)*, the Australian Podiatry Association SA Inc. provides the following information.

What information do we collect?

We collect information from individuals when they apply for membership with the APodA SA, register to attend an Association event, subscribe to our newsletter or electronic updates or respond to our survey.

The information collected includes names, contact address, practice location details, email address, website address, contact telephone number(s), Podiatry Board registration number, professional qualifications and affiliations. The individual may also choose to provide information relating to clinical information provided at their place of work such as areas of practice, electronic claiming facilities, registration with government agencies.

Occasionally we collect payment information such as credit card details in order to process financial transactions either online through My Booking Manager or manually through the administration / accounts office. Payment information is only used for the agreed purpose and we do not and will not store details of your credit card or other payment information once the intent payment has been received and payment confirmed.

We do not collect data from visitors accessing our website.

What do we use the information for?

Any of the information we collect from you may be used in one of the following ways:

- *To personalize your experience with the Association:* your information helps us to better respond to your individual needs
- *To improve our services to members:* we continually strive to improve our services based on the information and feedback we receive from you
- *To process transactions:* your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of the original intent, i.e. member services
- *To send weekly emails, publications and resources* - the email and contact address you provide may be used to send you information and updates relevant to podiatry, in addition to receiving regular Association communication, updates, education and conference information, related product or service information, etc.

Note: If at any time you would like to unsubscribe from receiving future email updates, you can do so by emailing the Association to notify us of your request to ["unsubscribe"](#).

How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information when you apply, register or make a payment online.

- We offer the use of a secure server.
- All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Payment gateway providers database only to be accessible by those authorized with special access rights to such systems.
- After a transaction is made, your private information and credit card details will not be stored on our server.
- All of your personal information including payment details are kept private and confidential.

How to access your personal information

Members are able to access their personal information such as contact details, practice information, qualifications and affiliations by accessing the online, secure member database www.findapodiatrist.org. All members are provided with a username and password when they first join the Association.

Accuracy of Records

Members are requested to update their records annual by accessing the online, secure member database www.findapodiatrist.org

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect our or others rights, property, or safety.

Registration names, postal and email contacts may be provided to third parties involved in hosting Association events such as conferences and educational seminars and lectures. The release of the information is for specific marketing and advertising purposes to a direct market.

Registrants are able to request their information not be provided to third parties by indicating in the checkbox on each registration form Terms & Conditions.

Third party links

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

Complaints

If you have any complaints about our privacy practices or wish to make a complaint about how personal information is managed please contact the Association office.

Email Disclaimer

This email is confidential and intended solely for the use of the individual or entity to which it is addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. To unsubscribe from future emails click [unsubscribe](#)

Association Policy

The following Association Policies are accessible online at www.podiatrysa.net.au

Membership Policy	Privacy Policy	Accounts Policy	Constitution
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Changes to our Privacy Policy

Association Policies are reviewed annually. Updates and/or modifications will be advised through the website www.podiatrysa.net.au This policy was last modified May 2010

Contacting Us

If there are any questions regarding this privacy policy you may contact us using the information below.
2/71 Fullarton Road, Kent Town, South Australia 5067
podiatry@podiatrysa.net.au

Tel: 08 8332 2755 Fax: 08 8332 2799

