

**AUSTRALIAN AND NEW ZEALAND SOCIETY OF NEPHROLOGY**

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# Privacy Policy

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## **1. Introduction**

- 1.1 The Australian and New Zealand Society of Nephrology (ANZSN) is a not-for-profit, membership-based organisation, incorporated in Australia to promote the health and wellbeing of people with, or at risk of, kidney disease in Australia and New Zealand.
- 1.2 The ANZSN seeks to achieve its purpose through investments in kidney research, consumer and clinician education and through the promotion of high quality care for people with, or at risk of, kidney disease in accordance with its Constitution.

## **2. Purpose**

- 2.1 As a small organisation it is exempt from the *Privacy Act 1988* (Cth). Notwithstanding this, ANZSN seeks to manage all the personal information it collects and stores in a responsible and secure manner.
- 2.2 As an organisation with New Zealand members the ANZSN is committed to ensuring that it complies with the obligations set out under the *Privacy Act 1993* (New Zealand) to the extent it collects, uses or discloses personal information within New Zealand.
- 2.3 The purpose of this Privacy Policy is to describe how the ANZSN manages the personal information of its members, employees and other users of its services and describes:
  - what personal information the ANZSN collects;
  - how the ANZSN uses and discloses that information;
  - how the ANZSN stores and disposes of that information; and
  - a member, user or employee's entitlement to access their personal information.
- 2.4 This policy applies to personal information collected, stored, used and disclosed by the ANZSN.

## **3. Personal information**

- 3.1 Personal information is information (including opinion) about an identifiable individual, whether identifiable through name or other associated information.

## **4. Personal information collected by the ANZSN**

- 4.1 The ANZSN collects, holds, uses and discloses personal information to carry out its functions and activities or as required by law.
- 4.2 The ANZSN will only collect personal information that has been provided voluntarily or for which consent has been obtained.
- 4.3 The primary ways in which the ANZSN will collect personal information about its members, employees or other users of its services are:

- on visiting the ANZSN website; <sup>1</sup>
- on visiting the ANZSN Kidney eLearning Hub website; <sup>2</sup>
- on visiting our social networking services (such as Twitter);
- when applying for membership of the ANZSN or affiliated organisations, including international associations and societies;
- when applying for employment with the ANZSN;
- when applying for or participating in ANZSN conferences, scientific meetings and educational programs;
- when administering requests and awards of travel grants, fellowships and research grants;
- when applying for or participating in ANZSN committees and working groups;
- when contacting or communicating with the ANZSN, including requests for information or making a complaint; and
- we may also collect personal information from publicly available sources to enable us to contact those who may be interested in our work or participating in our events.

4.4 The type of information the ANZSN may collect includes, but is not limited to:

- name, address, email address, date of birth, gender, location of workplace, work status (working/retired; full time/part time; work hours) and other contact details;
- profession, training, qualifications, experience and areas of clinical, research and academic interest;
- hospital or institution affiliation and other specialist or relevant memberships; and
- bank account details and credit card information.

4.5 The ANZSN will seek information directly from you (or your authorised representative) and, where explicitly stated, from third parties where this may be required to support an application for employment, membership, travel grants or fellowships.

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<sup>1</sup> The ANZSN uses cookies on its websites. The cookie only stores a token to allow the system to see if the user is logged in and if so which member it is, no personal information whatsoever is stored.

<sup>2</sup> Ibid.

## 5. Use and disclosure of information

5.1 Except as set out at 5.2, personal information collected by the ANZSN will generally not be given to any other person or entity, without consent of the individual concerned, except as required or permitted by law.

5.2 Personal information held by the ANZSN may be used or disclosed to third parties for the following purposes:

- Membership registration, including payment of membership fees;
- Confirming your membership of the ANZSN to members of the public;
- Training and education purposes, including application and participation in ANZSN scientific meetings, conferences, courses and access to the Kidney eLearning Hub;
- Managing travel grants, fellowships and research grants where these are co-sponsored by like-minded organisations, including but not limited to Kidney Health Australia, International Society of Nephrology and the Asia Pacific Society of Nephrology;
- Functions and activities of the ANZSN including committees and working groups, which will include providing your contact information to other members of those committees and working groups, including non ANZSN members;
- Conducting or facilitating research or surveys for purposes related to the ANZSN or its activities;
- Issuing of event invitations and to facilitate registration at events which may be managed by third parties;
- Sending notices and information about events, elections, committees and other activities relevant to the functioning of the ANZSN, which may be managed by third parties;
- Monitoring or investigating the conduct of members of the ANZSN under the ANZSN constitution;
- To enable membership of ANZSN-affiliated organisations based either in Australia or overseas (such as the International Society of Nephrology) where members have consented to also become members of these organisations, and are required to supply personal information;
- Supporting the day to day functions of the ANZSN including for the purposes of event management, website development and maintenance, payment processing and HR functions (including employment and payroll functions); and
- Reporting to regulators or other government agencies as required by law.

- 5.3 One of the ways we seek to protect the personal information we disclose to third parties, is to require third party providers to treat the information confidentially and to only use or disclose the information for the purposes of their contract or engagement with ANZSN.
- 5.4 Where information is used or disclosed within New Zealand to a third party provider we require the third party provider to comply with the provisions of the Privacy Act 1993 (NZ) in respect of that personal information, and to only use or disclose the information for the purposes of their contract or engagement with ANZSN.
- 5.5 The ANZSN may also disclose personal information, to persons and entities both within and outside Australia where required or permitted by law. This may include:
- Our professional advisors including lawyers, accountants and auditors;
  - Law enforcement bodies and Courts of law;
  - Debt collection agencies;
  - Regulatory and government bodies for the purposes of resolving customer complaints, disputes or to comply with investigations by one of these bodies.

## **6. Storage and security of personal information**

- 6.1 The ANZSN takes steps to ensure reasonable security safeguards are instituted to protect the personal information held by, or on behalf, of ANZSN against loss, unauthorised access, modification, disclosure or other misuse.

## **7. Disposal of personal information**

- 7.1 The ANZSN will take steps to destroy or de-identify personal information that is no longer needed. This includes:
- Destroying electronic and hard copy membership records when a member ceases to be a member, following the expiry of any period of retention specified in the constitution or membership rules or conditions; and
  - Destroying financial records that hold personal information after seven years, consistent with the record retention requirements under section 286 of the *Corporations Act 2001* (Cth).

## **8. Quality of personal information**

- 8.1 The ANZSN seeks to ensure that the information we collect is accurate, current and complete. Measures we may take to achieve this include:
- Providing members with individually password-controlled access to their own information entered into and stored on the ANZSN membership data base;
  - Recording information in a consistent format;

- Taking steps to confirm the accuracy of information collected from a third party or public source;
- Adding updated or new personal information to existing records within a reasonable timeframe.

## **9. Access to personal information**

- 9.1 You can ask for access to personal information that the ANZSN holds about you, and ask that we correct that personal information.
- 9.2 You can ask for access or correction by contacting us and we will do our best to respond within a reasonable time.
- 9.3 If you request, the ANZSN will give you access to your personal information, and take reasonable steps to correct it if the ANZSN considers it is incorrect, unless there is a law that allows or requires us not to.
- 9.4 The ANZSN will ask you to verify your identity before we give you access to your information or correct it. If the ANZSN refuses to give you access to, or correct, your personal information, the ANZSN will notify you of its decision.
- 9.5 If the ANZSN makes a correction, and has disclosed the incorrect information to others, you may ask the ANZSN to advise that third party of the correction. We will do our best to comply with this request unless there are practical or other reasons we cannot.
- 9.6 If the ANZSN refuses to correct your personal information, you can request that a statement of correction was sought, but not made, be attached to the information.

## **10. Making a complaint**

- 10.1 If you wish to make a complaint about the way in which we have handled your personal information, please put your complaint in writing to the Executive Officer, ANZSN (email: [anzsn@nephrology.edu.au](mailto:anzsn@nephrology.edu.au)).
- 10.2 Receipt of your complaint will be acknowledged within a reasonable time.
- 10.3 Complaints in writing about how we have handled your personal information will be investigated and we will provide you with a response within a reasonable time.
- 10.4 If, after receiving our response, you consider the matter remains unresolved, and your complaint concerns activities concerning the handling of personal information that occur within New Zealand you may take your complaint to the New Zealand Office of the Privacy Commissioner.

## **11. Amendments to the ANZSN Privacy Policy**

- 11.1 The ANZSN reserves the right to modify this Privacy Policy at any time by posting changes on its website.

## **12. Contacting the ANZSN**

12.1 Questions about the ANZSN Privacy Policy or its handling of personal information should be directed to the Executive Officer, ANZSN at email: [anzsn@nephrology.edu.au](mailto:anzsn@nephrology.edu.au) or Ph: 02 9256 9637 (in Australia) or +61 2 9256 9637 (from New Zealand).