

AGES Privacy Policy

The Australasian Gynaecological Endoscopy & Surgery Society Limited ABN 33 075 573 367 (**AGES**, we our or us) is committed to providing quality services to you and this policy outlines our ongoing obligations to you as an information provider (**you**) in respect of how we manage your Personal Information (**PI**).

We have adopted the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988* (Cth) (the **Privacy Act**). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your PI.

A copy of the APPs may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is PI and why do we collect it?

PI is information or an opinion that identifies an individual. Examples of PI we collect include: names, addresses, email addresses, phone and facsimile numbers.

This PI is obtained in many ways including correspondence, by telephone and facsimile, by email, via our website www.ages.com.au, from your website, from media and publications, from other publicly available sources and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your PI for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your PI 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 PI we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

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:

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

Third Parties

Where reasonable and practicable to do so, we will collect your PI 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.

Disclosure of PI

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

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

Security of PI

Your PI is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your PI is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your PI. However, most of the PI is or will be stored in files which will be kept by us for a minimum of 7 years.

Access to your PI

You may access the PI we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your PI, please contact us in writing.

AGES will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your PI.

In order to protect your PI we may require identification from you before releasing the requested information.

Maintaining the Quality of your PI

It is an important to us that your PI is up to date. We will take reasonable steps to make sure that your PI 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.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

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