

## About SHSQ Privacy Policy

The Sexual Health Society of Queensland (SHSQ) is bound by the Privacy Act 1988 and is committed to complying with the Act, including the Australian Privacy Principles, and to protecting the privacy of the personal information that SHSQ holds.

After 25<sup>th</sup> May 2018 SHSQ intends to comply with the European General Data Protection Regulation (GDPR) which provides the following rights to those users that have personal data collected and held by SHSQ:

- the right to be informed; how SHSQ is using their personal data
- the right to access; what personal data is held by SHSQ and how is processed
- the right of rectification; if personal data held by SHSQ is incorrect or incomplete
- the right to erasure; to have personal data deleted or removed without the need to provide a reason
- the right to restrict processing; to be able to block or suppress processing of their data
- the right to data portability; to retain and reuse their personal data for their own purpose
- the right to object; in certain circumstances a user is entitled to object to their data being used
- rights of automated decision making and polling; the GDPR includes safeguards to protect against the risk that potentially damaging decisions are made without human intervention.

This policy was approved by SHSQ Management Committee in December 2019.

## This Privacy Policy explains:

- How to contact SHSQ
- When and how does SHSQ collect personal information
- What personal information does SHSQ collect?
- How SHSQ uses your personal information
- Disclosure of information, including any transfer of information internationally
- How SHSQ stores and secures information that it collects
- Your right to access and inspect and, where necessary, correct and remove the personal information that SHSQ holds about you
- Your right not to provide personal information to SHSQ
- Your right to have your privacy complaints investigated and resolved
- Use of Cookies.

This policy applies to independent contractors and job applicants, as well as individuals who provide SHSQ with their personal information.

If SHSQ decides to change this Privacy Policy, we will post those changes to:

- the relevant page on our website: [www.shsqld.com/](http://www.shsqld.com/)
- alert our members, if necessary, in cases where those changes might also affect their membership.

## 1. How to contact SHSQ

SHSQ is the data controller. If you would like more information on privacy or have any questions in relation to this policy please contact our Secretariat, who can be contacted by mail or email as follows:

SHSQ Secretariat  
PO Box 1399  
Toombul, QLD, 4012  
Australia

Email: [shsqqueensland@gmail.com](mailto:shsqqueensland@gmail.com)

## 2. When and how does SHSQ collect personal information?

Personal information is any information that can be used to identify a person no matter how it is collected or recorded. Examples of personal information are name, address, email address, phone number

Personal information can be collected by SHSQ at various times and from a variety of sources, including:

- when dealing with SHSQ members
- when dealing with registrants to education activities run by SHSQ
- when undertaking SHSQ marketing initiatives
- when dealing with individuals who are contracts of SHSQ in another form from those listed above

Where possible, we collect your personal information directly from you. If you feel that the information that we are requesting, either from [www.shsqld.com](http://www.shsqld.com), on our forms, or in our discussions with you, is not information that you wish to provide, please feel free to raise this with us.

We collect information by phone, in writing (e.g. email, fax, letter), and electronically when you register for an event, order a resource, or become a member from our web site [www.shsqld.com](http://www.shsqld.com). SHSQ can also collect this information in the course telephone discussions.

In some circumstances, SHSQ may obtain personal information from a third party. If you provide personal information about another person to SHSQ, then SHSQ requires that you inform that person you have done so and provide them with a copy of this policy, for example a student may be required to provide their supervisor's name and contact details.

We also collect personal information (including contact details) as part of our normal communication processes directly related to our purposes, including:

- when an individual emails committee member or the SHSQ secretariat
- when an individual telephones committee member or the SHSQ secretariat
- when an individual hand us their business card.

### 3. What personal information does SHSQ collect?

When dealing with membership, fulfilling your registrations to events, SHSQ will collect at a minimum the following:

- name of the contact person or people from the relevant organisation
- the profession and position of the respective person or people
- address and contact details, including phone number(s)
- payment details by Credit Card, Invoice or direct debit
- your specific interests e.g. disease areas, that form part of SHSQ mission and range of services
- for student memberships we also collect:
  - supervisor's name
  - supervisor's contact phone number
  - supervisor's email address.

When dealing with independent contractors, SHSQ collects the following:

- name
- business address and contact details
- insurance details
- ABN if applicable
- rates and fees.

When dealing with job applicants, SHSQ collects the following:

- name
- address/contact details
- occupation
- career history
- references.

### 4. How SHSQ uses your personal information

We will not use your personal information for any purpose which is not related to the primary purpose for which it is collected.

We will not use your personal information for any purpose for which you would not reasonably expect us to use your personal information.

We will use the information collected to provide membership, products, and services and may also use it for development of new resources, to conduct evaluations and for other marketing purposes.

Your personal information may also be used:

- to deliver the resources you requested
- to deliver information related to your course or conference registration
- to provide you with further information about the resources and services you requested
- to personalise and customise your experiences with SHSQ
- to help SHSQ manage and enhance its services
- to communicate with you
- for administration purposes, including charging, billing and collecting debts

Information collected on contractors will be used to ensure that our independent contractors can perform work for SHSQ in a safe and lawful manner

Information collected from job applicants will be used to assess the suitability of applicants for a position. In the event that the job application is rejected, SHSQ with your consent may keep the information to use in the event that another comparable vacancy arises.

## 5. Disclosure of information, including overseas any transfer of information internationally

We guarantee that we will not sell your personal information to any third party.

We do not give personal information about an individual to Government agencies, private sector organisations or anyone else unless one of the following applies:

- the individual has consented
- the purpose is funded by a Government agency or private sector information
- the individual would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, bodies or agencies e.g. RACGP, ACRRM
- it is otherwise required or authorised by law
- it will prevent or lessen a serious and imminent threat to somebody's life or health, or
- it is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of public revenue.

For the purposes referred to in this policy, we may disclose your personal information to external organisations including our professional advisors, accountants, auditors and lawyers.

We also engage a third-party service to provide online credit card account processing and related services. When you pay your accounts online, a secure server is used. Pay Pal encrypts the information you send through this website.

SHSQ uses encryption techniques wherever possible but makes no warranty in respect of the strength or effectiveness of that encryption and SHSQ is not responsible or liable for events arising from unauthorised access of the information you provide.

We collect information globally and primarily store that information on the servers of third-party providers who could be in various countries around the world. We transfer, process and store your information outside your country of residence, to wherever we or our third-party service providers operate for the purpose of providing you the Services. Whenever we transfer your information, we take steps to protect it.

If you are visiting from the European Union or other regions with laws governing data collection and use, please note that you are agreeing to the transfer of your Personal Information to Australia, or wherever the servers of our third-party providers are located. By providing your Personal Information, you consent to any transfer and processing in accordance with this Policy.

## 6. How SHSQ stores and secures information that SHSQ collects

SHSQ will take all reasonable steps to secure your personal information. Electronic information is protected by various security measures and access to information and databases is restricted to committee members and the Secretariat by network access controls including password protection, and physical security measures.

SHSQ does not have any data stored on its own servers. SHSQ engages with reputable providers such as Pay Pal, to store some data. Whilst SHSQ has its own security protocols and processes it is also reliant on those of third parties.

SHSQ uses various scanning and virus protection techniques to protect the data it holds from malicious attacks.

## 7. Your right to access and inspect and, where necessary, correct or remove, the personal information that SHSQ holds about you

We will take all reasonable steps to ensure that the personal information that we hold is accurate and up-to-date. If you feel that information about you is not accurate or your details have or are about to change, you can email [shsqueensland@gmail.com](mailto:shsqueensland@gmail.com) to request access to the records SHSQ hold.

You have a right to access your personal information, subject to certain exceptions provided for in the Privacy Act. Access will be provided, for security reasons, you will be required to put your request in writing and provide proof of your identity.

All requests to amend or otherwise update information we hold about you will be performed as soon as practically possible.

All requests to remove information we hold about you, or to restrict the way in which process your data, will be performed as soon as practically possible although this will impact SHSQ ability to communicate with you and provide its suite of services.

## 8. Your right not to provide personal information to SHSQ

You are not obliged to give us your personal information. If you would like to access any of our services on an anonymous basis, we will take all reasonable steps to comply with your request. However, if you choose not to provide SHSQ with personal details, such as your name or address, the range of options available to you or your organisation, may be limited.

For example, SHSQ cannot provide the full range of member services or allow you or your organisation to participate in networking functions, seminars and events.

## 9. Your right to have your privacy complaints investigated and resolved

If you have a complaint about SHSQ privacy practices, please contact our Secretariat, who can be contacted by mail or email as follows:

SHSQ Secretariat  
PO Box 1399  
Toombul, QLD, 4012  
Australia

Email: [shsqueensland@gmail.com](mailto:shsqueensland@gmail.com)

## 10. Use of cookies on SHSQ websites

We use Google Analytics to collect information about how people use this website. The information we obtain from Google Analytics is used to help us understand users' needs so that we can offer a better user experience and ensure that important information is reaching our target areas.

Google Analytics uses 'cookies' to collect information about which pages you visit, how long you are on the site, how you got there (for example from a search engine, a link, an advertisement etc.) and what you select. Information collected by the cookies (including your IP address) is transmitted to and stored by Google on servers in the United States.

By using the SHSQ's website and related resource-based websites, you consent to the processing of data about you by Google in the manner described in Google's Privacy Policy



and for the purposes set out above. You can opt out of Google Analytics if you disable or refuse the cookie or use the opt-out service provided by Google.

When you use SHSQ's website ([www.shsqld.com](http://www.shsqld.com)) we collect information from you by using a feature of your browser called a cookie to assign your computer a "User ID". You may configure your browser so that you are notified before a cookie is downloaded. SHSQ may use information contained in cookies to make assumptions about the user of the computer.

Our websites contain links to other sites. SHSQ is not responsible for the content and the privacy practices of other web sites and encourages you to examine each site's privacy policy and make your own decisions regarding the accuracy, reliability and correctness of material and information found.

## Credit

This document was created using a Contractology template available at [www.freenetlaw.com](http://www.freenetlaw.com).