



Appendix A

Privacy Policy

Collection of information:

CMDFA will collect such information from members and those who wish to be in contact with CMDFA as is necessary to administer the fellowship properly and to advise and inform members and contacts. Such information may include:

- ◆ Contact details
- ◆ Billing and account details

Collected information is kept on the contact information forms and on our computer system in the national office. Both our office staff and committee members may participate in the collection of this information from membership application forms, dinners, conferences and other events. Records are kept securely on our computer database system. All office workers have passwords with different levels of authority. Member access is limited to whatever is necessary to perform appropriate duties.

Data quality and integrity

All steps will be taken to update the data collected to ensure that the data is correct. All updating and corrections of data will be made centrally in the national office by a limited number of people to ensure the integrity of the data is maintained.

Use & Disclosure:

Membership information will at all times be confidential to members. The office and executive staff will use member and contact information for the purposes of:

- ◆ Account keeping and billing purposes
- ◆ Mailings of Luke's journal, newsletters and other information

The office will distribute member contact details to those in the Fellowship who are appointed as National or Branch Secretaries, coordinators of special interest groups or other authorised people for the purpose of administration of the Fellowship.

Contact information may be distributed in a printed or electronic format such as read only CD-ROM but not in an insecure form such as by unencrypted email. Distribution of such information shall be on a 'need to know' basis. Contact information concerning any member may be passed on to other members of the Fellowship, subject to the above stated limitations, in a printed or read only CD format, but always stating that this information is confidential to members only. It will also be supplied with a statement that it may only be used for personal or professional one to one





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communications and may not be used for bulk or group mailings, either in printed or electronic form, without the authority of the relevant national or state branch committee.

The Fellowship respects the right of members to decide how their contact information is used or disclosed. Information will not be disclosed to a third party without the member's consent, except where necessary or unless legally obliged to do so. Third parties such as IT professionals or accounting firms who may have access to confidential information during the course of their duties will be required to complete a confidentiality statement.

Access

Members are entitled to view their own accounts and lists of members in the Fellowship when convenient. Members are not entitled to view private information about other members except as outlined in the paragraphs above. This access can be denied where:

- ◆ Providing access would create a serious threat to life or health
- ◆ There is a legal impediment to access
- ◆ Access would unreasonably impact on the privacy of another
- ◆ The request is frivolous
- ◆ The information relates to anticipated or actual legal proceedings and the member would not be entitled to access the information in those proceedings
- ◆ Denying access is in the interest of national security

We ask that, where possible, requests for information be in writing. The fellowship may impose a charge for photocopying or for staff time involved in processing such a request. Where there is a dispute concerning the accuracy of the information that has been recorded, the member is entitled to correct that information. All steps will be taken to record all corrections made by members in these circumstances, and place them with the member details, but there is no guarantee that the original record will be erased.

Complaints

Complaints about alleged breaches of privacy can be made to the Federal Privacy Commissioner. The Commissioner can conciliate and, if necessary, make determinations about complaints. However the Commissioner will not investigate, unless the complainant has first complained formally to the CMDFA Inc. The office of the Federal Privacy Commissioner is listed on the web site at <http://www.privacy.gov.au/>.

