

AMROA

Privacy & Data Management Policy

The Australasian Medical Review Officers Association (AMROA) is committed to protecting the privacy of personal information we collect and hold about individuals.

AMROA complies with the *Privacy Act 1988*, as well as other relevant State and Territory legislation regarding the management of personal information.

The types of personal information we may collect about individuals includes their name, address, telephone numbers, e-mail address, professional qualifications, membership status, work place and areas of practice.

If you do not provide your personal information to AMROA, we may be unable to offer membership to you or to maintain your membership or you may be unable to participate in or have access to our courses.

Any personal information we collect from you will be used to promote Medical Review Officers in relation to the objects of AMROA, including the following purposes:

- To create and maintain membership records
- To report on membership status
- To maintain a publicly available list of certificated Medical Review Officers
- To communicate and cooperate with other health organisations, professional bodies and government departments and agencies
- To collate data about the specialty
- To plan, manage, review and audit our activities and processes
- To perform any of our other functions and activities

Members may elect not to permit release of their contact details.

We will not use an individual's personal information for direct marketing purposes other than for communicating to the individual on AMROA matters.

AMROA takes reasonable steps to ensure the personal information it collects, uses or discloses is accurate, complete and up-to-date. We also request members confirm or update their information on an annual basis when they complete their membership renewals.

AMROA takes reasonable steps to protect personal information it holds from misuse, loss and unauthorised access, modification or disclosure.

AMROA's database information is protected by password access. The Privacy Policy is available to all members and potential members.

If you have a complaint about the manner in which AMROA has handled your personal information, please contact enquiries@amroa.org.au. We will endeavour to resolve your complaint promptly.

You have the right to gain access to the personal information we hold about you. Members may seek a copy of their information on the member database. This information will be forwarded to members when requested in writing in the form of a printout of the database information.

Use of our website and privacy

We will only collect personal information through our website if you voluntarily provide it.

We may collect non-identifying information in relation to your use of our website, including the type of browser you use, the files you request, and the domain name and country from which you request information, to monitor and improve our web site and services.

Our website may use cookies to assist in making your browsing experience better and to allow us to improve our website.

We may record your email address if you transmit it to us electronically in an email message or through a web page form.

Our website may contain links to other websites. Our privacy policy has no application to any other website and AMROA is not responsible for the practices or the content of any other website.