

The Australian Primary Health Care Nurses Association (APNA) Inc. ABN 30 390 041 210 is committed to protecting the privacy of your personal information. This privacy policy explains how APNA manages the personal information that we collect, use and disclose and how to contact us if you have any further queries about the management of your personal information.

From March 2014 there are 13 new Australian Privacy Principles (APPs). These APPs replace the National Privacy Principles (NPPs) for organisations. The APPs are found in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth). The APPs regulate the manner in which personal information is handled throughout its lifecycle, from collection to use and disclosure, storage, accessibility and disposal.

APNA is also required to comply with the Spam Act 2003 (Cth) (Spam Act) and the Do Not Call Register Act 2006 (Cth) (Do Not Call Register Act).

What is personal information?

Personal information is information or an opinion, in any form and whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. Examples in APNA's case include an individual's name, address, contact number, email address, role and professional interests.

Special provisions apply to the collection of personal information which is sensitive information. Sensitive information includes, for example, information about a person's membership of a professional or trade association.

Collection of personal information by APNA

To the extent required by the Privacy Act:

- APNA will not collect personal information about you unless that information is necessary for one or more of our functions or activities.
- APNA will collect personal information only by lawful and fair means and not in an unreasonably intrusive manner.

When APNA collects personal information directly from you, we will take reasonable steps at or before the time of collection to ensure that you are aware of certain key matters, such as the purposes for which we are collecting the information (e.g. membership subscriptions, event registration).

APNA will collect your personal information directly from you where it is reasonable and practicable to do so. Where APNA collects information about you from a third party, we will still take reasonable steps to ensure that you are made aware of the details set out above.

Additional Privacy and Security Online Processes

APNA, through our Google Analytics website monitoring/tracking, uses Clickstream data, cookies and web beacons to provide us with information to assist in making the site more useable, as outlined below. Clickstream data refers to visitor logs and statistics that provides useful information about users' online experience without identifying individuals. Typical clickstream data collected includes:

- A visitor's computer address (i.e. Internet Protocol (IP) address) and relevant domains
- Times and dates of site visits

- Pages accessed (including most visited and least visited) and files downloaded
- Browsers and operating systems used by visitors

APNA websites use Clickstream data purely for statistical purposes (such as the most popular searches and the times of the day that the site is used most and least) without identifying individual users.

Cookies

A cookie is a block of data that is shared between a web server and a user's browser. Cookies may give the server information about a computer's identity and website visiting patterns and preferences. APNA's website does not use cookies to identify individual users.

Use and disclosure of personal information by APNA

If APNA uses or discloses your personal information for a purpose (secondary purpose) other than the main reason for which it was originally collected (primary purpose), to the extent required by the Privacy Act, we will ensure that:

- the secondary purpose is related to the primary purpose of collection (and directly related in the case of sensitive information), and you would reasonably expect that APNA would use or disclose your information in that way;
- you have consented to the use or disclosure of your personal information for the secondary purpose;
- the use or disclosure is required or authorised by or under law;
- or the use or disclosure is otherwise permitted by the Privacy Act (for example, as a necessary part of an investigation of suspected unlawful activity).

Why does APNA collect personal information?

APNA collects personal information for a range of purposes, including to:

- process applications for membership and membership renewals
- manage memberships of APNA
- process applications for enrolment in events and/or other products and services offered by APNA
- record and maintain membership details and profile information
- provide information on services and benefits available to members
- notify members about APNA events
- ensure compliance with APNA's Constitution and legal requirements.

From time to time, APNA surveys its members and non-member participants on a range of issues such as salary and conditions, continuing professional development needs, and views on APNA's customer service and the quality of APNA's products, services and events. These surveys help us to identify and analyse the ongoing needs of our members and the quality of our products and services.

If you are a prospective member (including student members) or an email subscriber and you give us your consent, we may also use your personal information to provide you with information about APNA and our current and future membership benefits.

How might we contact you?

We may contact you in a variety of ways, including by post, email, SMS, telephone or facsimile.

When does APNA disclose personal information to third parties?

In performing our functions and activities, we may need to disclose personal information to third parties.

Third parties with whom APNA may share your personal information include, where appropriate:

- education providers involved with or engaged by APNA
- financial institutions for payment processing

- APNA members and users on the APNA Online Community
- APNA's contracted service providers, including:
 - professional conference organisers;
 - information technology service providers;
 - printers and mail house of our publications and collateral;
 - external business advisers (such as auditors and lawyers); and
 - Customer Relationship Management database provider.

To the extent required by the Privacy Act, APNA will take reasonable steps to:

- make sure that the personal information that we collect, use and disclose is accurate, complete and up to date
- protect the personal information that we hold from misuse and loss and from unauthorised access, modification or disclosure
- destroy or permanently de-identify personal information that is no longer needed for any purpose that is permitted by the Privacy Act.

Anonymity

APNA will generally provide individuals with the option of not identifying themselves when entering into transactions when it is lawful and practicable to do so.

Use of Commonwealth government identifiers

APNA will not use Commonwealth government identifiers (Identifiers) (such as Medicare numbers) as its own identifier of individuals. We will only use or disclose Identifiers in the circumstances permitted by the Privacy Act.

Transfer of personal information overseas

APNA will not transfer your personal information outside Australia.

Access and correction of your personal information

Please contact APNA if you would like to access or correct the personal information that we hold about you. APNA will provide you with access to your personal information at no charge and will take reasonable steps to amend any personal information that is incorrect.

Further information

Please contact APNA if you have any queries about the personal information that APNA holds about you or the way we handle that personal information. APNA's contact details for privacy queries are set out below.

APNA Privacy Contact

Attention: Privacy Officer

Level 17/350 Queen Street, Melbourne VIC 3000

p: 1300 303 184 d: (03) 9322 9521 f: (03) 9322 9599