

Australian and New Zealand Vasculitis Society (ANZVASC) Privacy Policy

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1. Introduction

The Australian and New Zealand Vasculitis Society (ANZVASC) is a Limited Liability Company (ABN 99630318768) registered with the Australian Charities and Not-for-profits Commission. ANZVASC is a collaborative society of clinicians, scientists and consumers interested in research, best practice clinical care and education in vasculitis.

2. Purpose

2.1 ANZVASC seeks to manage all the personal information it collects and stores in a responsible and secure manner, and is committed to ensuring it complies with all obligations set out under the Australian Privacy Act 1988.

2.2 As an organisation with New Zealand members ANZVASC is committed to ensuring that it complies with the obligations set out under the New Zealand Privacy Act 2020, the New Zealand Health Information Privacy Code 2020 and Te Tiriti o Waitangi to the extent it collects, uses or discloses personal information within New Zealand.

2.3 The purpose of this Privacy Policy is to describe how ANZVASC manages the personal information of its members and other users of its services and describes:

- what personal information ANZVASC collects;
- how ANZVASC uses and discloses that information;
- how ANZVASC stores and disposes of that information; and
- a member, user or employee's entitlement to access their personal information.

2.4 This policy applies to personal information collected, stored, used and disclosed by ANZVASC.

3. Personal information

The Privacy act defines personal information as "information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- a. Whether the information or opinion is true or not; and
- b. Whether the information or opinion is recorded in a material form or not".

4. Personal Information collected by ANZVASC

4.1 ANZVASC collects, holds, uses and discloses personal information to carry out its functions and activities or as required by law.

4.2 ANZVASC will only collect personal information that has been provided voluntarily or for which consent has been obtained.

4.3 The primary ways in which ANZVASC will collect personal information about its members, employees or other users of its services are:

- on visiting the ANZVASC website;
- on visiting our social networking services (such as Twitter);
- when applying for membership of ANZVASC or affiliated organisations, including international associations and societies;
- when applying for employment with ANZVASC;
- when applying for or participating in ANZVASC conferences, scientific meetings and educational programs;
- when administering requests and awards of travel grants, fellowships and research grants;
- when applying for or participating in ANZVASC committees and working groups;
- when contacting or communicating with ANZVASC, including requests for information or making a complaint; and
- we may also collect personal information from publicly available sources to enable us to contact those who may be interested in our work, joining our society or participating in our events.

4.4 The type of information the ANZVASC may collect includes, but is not limited to:

- name, address, email address, date of birth, gender, location of workplace, work status (working/retired; full time/part time; work hours) and other contact details;
- profession, training, qualifications, experience and areas of clinical, research and academic interest;
- hospital or institution affiliation and other specialist or relevant memberships; and
- bank account details and credit card information.

ANZVASC will seek information directly from you (or your authorised representative) and, where explicitly stated, from third parties where this may be required to support an application for employment, membership, travel grants or fellowships.

5. Use and disclosure of information

5.1 Except as set out at 5.2, personal information collected by ANZVASC will generally not be given to any other person or entity, without consent of the individual concerned, except as required or permitted by law.

5.2 Personal information held by ANZVASC may be used or disclosed to third parties for the following purposes:

- Membership registration, including payment of membership fees;
- Training and education purposes, including application and participation in ANZVASC scientific meetings, conferences, and courses.
- Functions and activities of ANZVASC including committees and working groups, which will include providing your contact information to other members of those committees and working groups, including ANZVASC members;
- Conducting or facilitating research or surveys for purposes related to ANZVASC or its activities;
- Issuing of event invitations and to facilitate registration at events which may be managed by third parties (but excluding any managed by the pharmaceutical industry);

- Sending notices and information about events, elections, committees and other activities relevant to the functioning of ANZVASC, which may be managed by third parties (but excluding the pharmaceutical industry);
- Monitoring or investigating the conduct of members of the ANZVASC under the ANZVASC constitution;
- To enable membership of ANZVASC-affiliated organisations based either in Australia or overseas where members have consented to also become members of these organisations, and are required to supply personal information;
- Supporting the day to day functions of ANZVASC including for the purposes of event management, website development and maintenance, payment processing and HR functions (including employment and payroll functions); and
- Reporting to regulators or other government agencies as required by law.

5.3 One of the ways we seek to protect the personal information we disclose to third parties, is to require third party providers to treat the information confidentially and to only use or disclose the information for the purposes of their contract or engagement with ANZVASC.

5.4 Where information is used or disclosed within New Zealand to a third party provider we require the third party provider to comply with the New Zealand Privacy Act 2020, the New Zealand Health Information Privacy Code 2020 and Te Tiriti o Waitangi in respect of that personal information, and to only use or disclose the information for the purposes of their contract or engagement with ANZVASC.

5.5 ANZVASC may also disclose personal information, to persons and entities both within and outside Australia where required or permitted by law. This may include:

- Our professional advisors including lawyers, accountants and auditors;
- Law enforcement bodies and Courts of law;
- Debt collection agencies;
- Regulatory and government bodies for the purposes of resolving customer complaints, disputes or to comply with investigations by one of these bodies.

6. Storage and security of personal information

6.1 ANZVASC takes steps to ensure reasonable safeguards are instituted to protect the personal information held by, or on behalf, of ANZVASC against loss, unauthorised access, modification, disclosure or other misuse.

7. Disposal of personal information

7.1 ANZVASC will take steps to destroy or de-identify personal information that is no longer needed. These include:

- Destroying electronic and hard copy membership records when a member ceases to be a member, following the expiry of any period of retention specified in the constitution or membership rules or conditions; and
- Destroying financial records that hold personal information after seven years, consistent with the record retention requirements under section 286 of the *Corporations Act 2001* (Cth).

8. Quality of personal information

8.1 ANZVASC seeks to ensure that the information we collect is accurate, current and complete. Measures we may take to achieve this include:

- Recording information in a consistent format;
- Taking steps to confirm the accuracy of information collected from a third party or public source;
- Adding updated or new personal information to existing records within a reasonable timeframe.

9. Access to personal information

9.1 You can ask for access to personal information that ANZVASC holds about you, and ask that we correct that personal information.

9.2 You can ask for access or correction by contacting us and we will do our best to respond within a reasonable time. This will usually be within 30 days.

9.3 If you request, ANZVASC will give you access to your personal information, and take reasonable steps to correct it if ANZVASC considers it is incorrect, unless there is a law that allows or requires us not to.

9.4 ANZVASC will ask you to verify your identity before we give you access to your information or correct it. If ANZVASC refuses to give you access to, or correct, your personal information, ANZVASC will notify you of its decision.

9.5 If ANZVASC makes a correction, and has disclosed the incorrect information to others, you may ask ANZVASC to advise that third party of the correction. We will do our best to comply with this request unless there is are practical or other reasons we cannot.

9.6 If ANZVASC refuses to correct your personal information, you can request that a statement of correction was sought, but not made, be attached to the information.

10. Making a complaint

10.1 If you wish to make a complaint about the way in which we have handled your personal information, please put your complaint in writing to the Chair, ANZVASC (email: anzvasc@gmail.com).

10.2 Receipt of your complaint will be acknowledged within a reasonable time. This will usually be within 7 days.

10.3 Complaints in writing about how we have handled your personal information will be investigated and we will provide you with a response within a reasonable time. This will usually be within 30 days

11. Amendments to the ANZVASC Privacy Policy

11.1 ANZVASC reserves the right to modify this Privacy Policy at any time by posting changes on its website. The policy will be reviewed at the end of 2026, or in the case of relevant changes to Australian or New Zealand law.

12. Contacting ANZVASC

12.1 Questions about the ANZVASC Privacy Policy or its handling of personal information should be directed to the Chair, ANZVASC at email: anzvasc@gmail.com