

## **Australian Council of Stoma Associations Privacy Statement**

### **1. Our commitment to privacy**

The Australian Council of Stoma Association Inc (ACSA) respects your right to privacy.

ACSA is sensitive to the concerns that people may have with regard to the confidentiality, security and use of their personal information. ACSA is committed to the protection of your personal information and has developed this Privacy Statement in line with the 'Australian Privacy Principles' (APPs) as established under the Privacy Act 1988 (Cth).

The purpose of this Privacy Statement is to tell you what type of information we collect, how we may use your information, whether we will disclose it to anyone, the opportunities you have to access and correct the information we hold, and how you may make a complaint about a breach of the APPs.

We encourage you to check this privacy statement regularly as it may change from time to time. Please contact us with any suggestions or concerns that are not addressed by this statement. Please take some time to read through this statement and understand ACSA's position on privacy before providing us with any personal information.

### **2. Collection of your personal information**

ACSA undertakes to collect personal information about you in a fair and lawful way.

We may collect personal information directly from you, from other persons acting on your behalf, or from third parties when we can reasonably be expected to do so.

We only collect personal information where it is reasonably necessary for, or directly related to, our functions and activities. These include but are not limited to:

- meeting our obligations as the organisation responsible for operational management of the distribution of products listed on the Stoma Appliance Scheme (SAS) to people with a stoma
- for the purpose of publishing your comments, suggestions, stories, and letters in our publications including Ostomy Australia and our website.

You may be asked to provide ACSA with personal information when you:

- Send us your comments, suggestions or Letters to the Editor for publication in our Ostomy Australia journal;
- Request Stoma Appliance Scheme related information in writing or through our website; or
- Subscribe to a newsletter.

The kind of personal information that ACSA will collect from you will depend on the circumstances in which that information is collected. It may include:

- your name, date of birth and gender,
- contact details (your address, email, phone and facsimile details)
- other details which specifically relate to your use of products available through the Stoma Appliance Scheme entitlement.

ACSA will not collect sensitive information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or details of sexual activity or orientation. However if we do collect sensitive information we will do so in compliance with the APPs.

### **3. Use and disclosure of your personal information**

#### **a. General**

If we hold personal information about you that was collected for a particular purpose, we will not use or disclose it for another purpose unless: (a) you consent; (b) you would reasonably expect us to use or disclose it for that other purpose; or (c) it is required or authorised by law or a court/tribunal order.

#### **b. Ostomy Australia journal**

Your name and address will be recorded for publication of your story, letter, comment, or suggestion in Ostomy Australia. By submitting your story, letter, comment, or suggestion for publication you also agree to the publication of your name and state of residence. If you do not wish your name to be published, please say so in your submission.

By submitting your story, letter, comment, or suggestion for publication you also agree that the Editor of Ostomy Australia may edit it for clarity, space, or legal or other reasons and may, after publication in Ostomy Australia, reproduce it (in whole or in part) on the internet or in other media. Please note that an electronic copy of the journal is available to be viewed by the public on our website and other internet websites. We take no responsibility for the privacy practices, content or policies of third party websites, or any contractual or legal obligations of the operators of third party websites.

### **4. Access to your Personal Information**

You have a right to access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please make your request to us in writing. To protect your personal information, we may require identification from you before releasing such information.

### **5. Security of Personal Information**

Your personal information is stored in a manner that reasonably protects it from misuse, loss, unauthorised access, modification or unauthorised disclosure.

When your personal information is no longer needed for the purpose for which it was obtained, we will take all reasonable steps to destroy it or to permanently de-identify it. However, some personal information is required to be kept by law and will be stored in our files and kept by us for a minimum of 7 years.

### **6. Contact us**

If you: (a) have any questions or comments on this policy; (b) would like to access or correct your personal information; (c) would like a hard copy of this policy; (d) would like to know how we received your personal information; or (d) would like to make a complaint about a breach of the APPs or the use or disclosure of your personal information, then please contact the ACSA Secretary at:

The ACSA Secretary

PO Box 2427,

Salisbury Downs, SA 5108

Email: [acsasec@australianstoma.com.au](mailto:acsasec@australianstoma.com.au)