



# Pharmaceutical Society of Western Australia Inc.

## Privacy Policy

The Pharmaceutical Society of Western Australia Inc. (PSWA) is committed to protecting the privacy of its members and other individuals that it deals with, and ensuring the security of personal information that it holds. While the PSWA does not fall under the jurisdiction of the *Privacy Act 1988* (Cth) it endorses the Australian Privacy Principles (APPs) and has adopted many of the APPs in its management of personal information.

The Privacy Act describes personal information as information or an opinion about an identified individual or an individual who is reasonably identifiable, whether true or not, and whether recorded in a material form or not. Examples of personal information include an individual's name, address, telephone number and email address.

Some types of personal information (such as an individual's racial or ethnic background, religious beliefs and criminal record) are further described as 'sensitive information'.

This policy explains how the PSWA collects, uses and holds personal information and how you can ask for access to, or correction of, personal information we hold about you. This policy is available on the PSWA website. A printed copy can be obtained free of charge by contacting PSWA (refer to section 7 below).

### **1. What kinds of personal information do we collect?**

The PSWA is a member based organisation and requires personal information in order to perform its functions. The personal information we collect and hold will depend on your relationship with us.

If you are a member of PSWA we collect your name, address, telephone numbers, email address, qualifications, date of birth, Pharmacy Board of Australia registration number and Pharmaceutical Society of Australia (PSA) member number (if applicable). We aim to keep these details up to date. We will allocate you a unique member number and membership type.

If you are a supplier to PSWA we collect your contact and address details as well as your billing information and details of the goods and/or services you supply.

If you apply for employment with PSWA we collect the information you provide in your job application which may include your resume/curriculum vitae, personal details and the details of your referees/references.

If you are a member of the public that contacts us we will collect contact details such as your address, telephone number and/or email address. The information we collect may vary depending on how you contact us.

The PSWA does not routinely collect sensitive information, and will only collect sensitive information where it is necessary for us to perform our functions and either you have consented to us collecting the sensitive information from you, or we are required or authorised by law to do so.

## **2. How do we collect personal information?**

In most cases the PSWA will collect the personal information it requires to perform its functions directly from you. Information can be collected in many ways including written correspondence or forms (for example, letters or applications for membership), by email, over the telephone or in person. The PSWA does not, at this point in time, collect personal information via its website.

In order to fulfil the membership functions described under its constitution, the PSWA receives personal information from PSA regarding those PSA members that are managed by the Western Australian Branch of PSA. Where the information received in this manner has a material effect on your membership of the PSWA (for example, you become, or cease to be eligible for membership of PSWA) we will inform you of the information we have collected.

If the PSWA receives unsolicited personal information that is reasonably necessary for its functions it will keep a record of the information. If the personal information is not necessary for the PSWA's functions it will destroy the information as soon as possible, provided it is lawful to do so.

## **3. How do we store personal information?**

The PSWA holds personal information in a number of ways, including electronic databases and records, email systems and paper records/files held in locked filing cabinets and drawers. The PSWA takes reasonable steps to ensure the personal information it holds is accurate, complete and current. If you are a member of PSWA you can help us with this by informing us whenever your personal details, such as your telephone number or email address change.

The PSWA also seeks to prevent the personal information we hold from interference, misuse, loss or unauthorised access, modification or disclosure. This is achieved by the use of information security measures such as password protection, firewalls and anti-virus software.

## **4. What purposes do we collect, use and hold personal information for?**

The PSWA requires personal information in order to perform its functions, which include:

- Processing applications for membership
- Managing memberships (for example, updating personal details of members)

- Maintaining an up to date list (register) of members
- Distributing annual reports and notices of elections and meetings
- Distributing newsletters and other information of relevance to members
- Providing grants or funding to members for research, education or practice support activities
- Managing any committees or interest groups that it may establish

## **5. Disclosure of personal information**

The PSWA will not disclose personal information to third parties unless you have either consented to us disclosing your personal information, or we are required or authorised by law to do so.

The PSWA is subject to the requirements of the *Associations Incorporation Act 1987* (WA) which means we must maintain an up to date register of members and their postal or residential addresses, and allow members to inspect the register and take a copy of or extract from it. Any member wishing to inspect the register of members should contact the PSWA (refer to section 7).

## **6. How to seek access to your personal information or correction of it**

Individuals, whether members of the PSWA or not, have the right to request access to their personal information held by us, and to request its correction. All persons wishing to access their personal information held by PSWA should contact us using one of the methods described below. We may ask you to verify your identity before processing a request to access or correct personal information to ensure that information is properly protected. The PSWA will usually provide you with access to your personal information in the way you have requested, provided it is practicable for us to do so.

If you ask us to correct personal information we hold about you, or we are satisfied that the personal information we hold is incomplete, inaccurate or out of date we will take steps to correct or update that information as soon as possible.

## **7. Do you need more information?**

For any queries regarding the personal information that PSWA holds about you or the way we handle personal information please contact us:

The Secretary  
Pharmaceutical Society of Western Australia  
21 Hamilton Street  
Subiaco WA 6008

Email: [general@pswa.org.au](mailto:general@pswa.org.au)  
Phone: 08 9381 4142