

My Nursing Future.com.au Privacy Policy

About us and this Policy

Australian Primary Health Care Nursing Association Inc (**APNA, we, us or our**), owner and operator of the 'My Nursing Future' website (**the Website**), is committed to the protection of your personal information.

This privacy policy (**this Policy**) deals with the way we will collect, use, disclose, store and protect your personal information. This Policy also describes the way in which you may access or correct the personal information we hold about you, and how to contact us if you have any complaints in relation to your privacy.

Our legal obligations

We will handle your personal information according to law, and we are bound by the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988* (Cth) (**Privacy Act**).

The APPs set out strict requirements for the handling of your personal information.

What is 'personal information'?

This Policy applies to our handling of personal information. 'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information is true or not and whether the information is recorded in a material form or not.

Personal information includes 'sensitive information', which is a particular type of personal information. Sensitive information includes information about you such as your membership of a professional or trade association, your religious beliefs or affiliations, philosophical beliefs and racial or ethnic origin.

Why do we collect your personal information?

The Website allows you to obtain advice, support and guidance on career progression and opportunities in primary health care nursing.

We collect your personal information so that you can effectively use the Website.

We collect your name, email and APNA membership status in order to link it to your current profile on the Website. We also collect this information as part of APNAs prospective member contact list and for APNA marketing purposes.

How do we collect your personal information?

We will only collect your personal information through your use of the Website.

We will collect your personal information in a lawful and fair way and in a manner that is not unreasonably intrusive.

We only collect your personal information where it is reasonably necessary for our activities in providing the Website to you.

We will only collect your personal information and sensitive information where you have consented through your use of the Website, or otherwise in accordance with the law.

When we collect your personal information, we will take reasonable steps to ensure that you are made aware of the details of the collection, including the purposes for which the information was collected, the organisations (if any) to which the information will be disclosed, and notify you that this Policy contains details on how you may access or correct your information, or raise any complaints. We will whenever practical, provide you with this information through the Website.

What types of personal information do we usually collect?

We collect personal information such as:

- your name;
- your email address;
- your highest qualification;
- the principal area and setting of your current workplace (includes sector and job role – for example a practice nurse working in general practice);
- your years of work in primary healthcare;
- the postcode where you work or live; and
- your year of birth

How do we use your personal information?

We use your personal information for the main purpose of providing you with advice, support and guidance on career progression and opportunities in primary health care nursing through the Website.

We may also use your personal information for purposes which are directly related to providing you with the Website, in circumstances where you would reasonably expect us to use your information for these purposes, such as for registration and administration purposes.

We use your name, email and your APNA membership status to link it to your current profile on the Website. We also use this information for APNA prospective member contact list and APNA marketing purposes.

Do we disclose your personal information to others?

We respect the privacy of your personal information and we will take reasonable steps to keep it safe.

We will not disclose your personal information to any third parties unless you have consented through your use of the Website, or we are otherwise permitted or required to do so by law.

In accordance with the law, we will only disclose your personal information without your consent in circumstances such as where we reasonably believe this is necessary to prevent or lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety.

Will we disclose your personal information overseas?

We will not disclose your personal information to any recipient that is located overseas.

How do we hold and protect your personal information?

We will protect your privacy and the security of your personal information by taking steps to ensure that your personal information is protected against misuse, interference and loss, and unauthorised access, modification or disclosure.

These steps include using a personal identification number or password to ensure that only you or persons you have authorised can access your information through the Website.

We also use a variety of physical and technological security measures to protect the personal information we hold.

We may hold your personal information in a number of ways including electronically and in physical format.

We will store your personal information in secure servers located in Australia which might be provided by a third party provider. We may need to give the third party provider access to personal information to enable the support and maintenance of our Website.

When your personal information is no longer required, we will take steps to securely destroy the information or to ensure that the information is de-identified.

Quality of the personal information we hold

We take reasonable steps to ensure that the personal information we collect, use and disclose is accurate, up-to-date, complete and relevant. You can assist us in keeping your accurate by updating your personal information through the Website when there are any changes to your details.

Can you access and correct your personal information?

You may request to access the personal information that we hold about you using our contact details below.

In certain circumstances, we may refuse to allow you access to your personal information where this is authorised by the law, such as where the request is frivolous or vexatious; providing access would have an unreasonable impact on the privacy of other individuals; providing access would pose a serious threat to the life or health of any person or to public health or safety; or giving access would be unlawful.

We take all reasonable steps to ensure that the personal information we collect, use and disclose is accurate, up-to-date and complete, relevant and not misleading.

If you believe that the personal information we hold about you requires correction, you may request that the information be corrected using our contact details below.

If we refuse your request for access or correction, we will provide you with reasons for the refusal in writing, and details about how you may complain about the decision.

Cookies

We also collect data through our use of 'cookies' and other internet technologies. 'Cookies' are small data files that your internet browser stores on your computer or other mobile device. Cookies are stored in order for your internet browser to navigate a website and the cookies themselves cannot collect any information stored on your computer or other device.

We will not use cookies to collect your identifying personal information. The cookies may collect statistical information about your visit to the Website (such as the pages you visit on the Website) in order to remember your preferences and provide you with a more user-friendly experience.

Some of the cookies may be 'session' cookies, which will be deleted when you have ended your internet session and close your browser. Other cookies are 'persistent' cookies which are stored on your computer or device until its designated expiration date (e.g. 6 months or 2 years).

The default settings of most internet browsers is to accept cookies automatically, but you can actively delete or disable cookies by changing your browser settings.

What information is not personal information?

Information where we have removed any material that would reasonably identify a person ('de-identified information'), is not personal information.

We may use the personal information you provide, in de-identified and in aggregate form (not de-identified at the individual level, but aggregated across multiple individuals) to support decisions about health workforce planning and to support decisions about promoting, disseminating and evaluating the My Nursing Futures.com.au website.

We may share de-identified information about you (and other users of the Website) with third parties, such as government agencies such as the federal Department of Health; Primary Health Networks and state government departments such as the Victorian Department of Health and Human Services and other nursing and health workforce organisations.

We may also share de-identified information, in aggregate form, as part of the evaluation, dissemination and promotion of the My Nursing Futures.com.au website. De-identified information, in aggregate form, may be presented in aggregate and shared through journal articles; published and unpublished reports; in hard-copy and online through APNA's website, newsletters, social media, through webinars and in APNA presentations.

The sharing of de-identified information with these third parties and as part of the evaluation of the My Nursing Futures.com.au website will be for the purpose of future planning for the health workforce, for health care and in the ongoing promotion of the My Nursing Futures.com.au website.

Complaints

We respect your privacy and we take all complaints and concerns regarding privacy very seriously.

If you have any complaints or concerns regarding the way we handle your personal information please contact us using the details below.

We will investigate your complaint using our internal processes, under which we will assess your complaint and respond to you within a reasonable time.

If you are not satisfied with the outcome of our investigation, you may wish to contact the Commonwealth Office of the Australian Information Commissioner (OAIC). See www.oaic.gov.au.

Our contact details

If you:

- would like to request access to or correction of your personal information;
- would like further information about our privacy policies and procedures; or
- have any complaints or concerns regarding your privacy,

please contact us using the following details:

The Privacy Officer
Australian Primary Health Care Nurses Association
Level 2
159 Dorcas Street
South Melbourne, Vic 3205

or

Email the Privacy Officer at: framework@apna.asn.au

Changes to this Policy

We may revise this Policy from time to time. We will update you on any changes to this Policy through the Website.