

# Privacy Policy

As of May 2006



The Spine Society of Australia is committed to respecting the privacy of its members.

All personal information obtained by the Association is dealt with in a uniform manner and every effort is made to maintain its security.

The Society holds personal information about Members, suppliers, conference delegates and other individuals who interact with the Society. This information includes name, address, phone number, fax number and email address, and may also include other personal information and financial information. This information facilitates the provision of services by the Society such as providing information to members, organising continuing education and training programmes and administering the Society and it enables the Society to maintain the required records of membership.

The Society has a policy of not disclosing personal information contained on its database to any outside body. Use of the database containing personal information is restricted solely to the Society unless otherwise directed by law and subject to the next paragraph.

From time to time the Society receives requests for access to the membership database for reasons that the executive consider to be reasonable. Examples of such reasonable requests may be from other national or international professional bodies such as the Royal Australasian College of Surgeons or the North American Spine Society. The Society may at its discretion release this information under these circumstances, though only with a unanimous vote of the executive.

Unless a member requests otherwise a list of members with their mailing address and telephone number will be published each year in the Spine Society annual scientific meeting handbook. This handbook is not available to public.

A directory of members is maintained by the Society for the purpose of providing a service to the public and this information is available on the website of the Society ([www.spinesociety.org.au](http://www.spinesociety.org.au)). The information available to the general public includes the member's name, area of expertise and City and State of residence/professional activity. More detailed information is available to members only. All members have the right to have their name removed from the directory upon request. **Members have the absolute right to control the level of information that is available to the public and to other members by logging on to the website and directly changing the permission level on all membership information.**

Upon request, the Society will inform anyone who enquires of the type of personal information held about them.

If you would like to exercise your right to gain access, correct or update any personal information held by the Society, please contact our Privacy Officer (Honorary Secretary). It is our policy that all requests for access be made in writing. We will respond to all requests for access within 30 days and in most cases will be able to respond well before that time.

If you are concerned that the Society may have handled your personal information inappropriately please contact our Privacy Officer at [secretary@spinesociety.org.au](mailto:secretary@spinesociety.org.au) All privacy enquiries are taken seriously and we will endeavour to deal with them promptly.

Policy Ratified by vote of membership at AGM Sydney 2006