

ASAM Privacy & Data Management Policy

The Australasian Society of Aerospace Medicine (ASAM) is committed to to cultivate and promote aviation medicine and related sciences, to provide an authoritative body of opinion on matters of aviation medical significance and to increase the awareness of the aviation industry, government, and the general public of the importance of aviation medicine to flight safety.

ASAM complies with the *Privacy Act 1988*, as well as other relevant State and Territory legislation regarding the management of personal information.

The types of personal information we may collect about individuals includes their name, address, telephone numbers, e - mail address, professional qualifications, membership status, work place and areas of practice.

If you do not provide your personal information to ASAM, we may be unable to offer membership to you or to maintain accurate membership records.

Any personal information we collect from you will be used to promote Aerospace Medicine in Australia in relation to the objects of ASAM, including the following purposes:

- To create and maintain membership records
- To communicate and cooperate with other aviation medical organisations, professional bodies and government departments and agencies
- To collate data about the specialty
- To plan, manage, review and audit our activities and processes
- To perform any of our other functions and activities

We will not use an individual's personal information for direct marketing purposes other than for communicating to the individual on aerospace medicine matters.

ASAM takes reasonable steps to ensure the personal information it collects, uses or discloses is accurate, complete and current. We also request members confirm or update their information on an annual basis when they complete their membership renewals.

ASAM takes reasonable steps to protect personal information it holds from misuse, loss and unauthorised access, modification or disclosure.

ASAM's database information is protected by password access. The Privacy Policy is available to all members and potential members.

If you have a complaint about the manner in which ASAM has handled your personal information, please contact secretariat@asam.org.au. We will endeavour to resolve your complaint promptly.

You have the right to gain access to the personal information we hold about you. Members may seek a copy of their information on the member database. This

information will be forwarded to members when requested in writing in the form of a printout of the database information.

Use of our website and privacy

We will only collect personal information through our website if you voluntarily provide it.

We may collect non - identifying information in relation to your use of our website, including the type of browser you use, the files you request, and the domain name and country from which you request information, to monitor and improve our web site and services.

Our website may use cookies to assist in making your browsing experience better and to allow us to improve our website.

We may record your email address if you transmit it to us electronically in an email message or through a web page form.

Our website may contain links to other websites. Our privacy policy has no application to any other website and ASAM is not responsible for the practices or the content of any other website.