

Privacy Policy

The Royal Australasian College of Dental Surgeons Incorporated

The Royal Australasian College of Dental Surgeons is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us.

It is not compulsory for you to provide us with the information requested on the College enrolment or registration forms, but failure to provide such information may delay or render us unable to process your application.

Personal information

The personal information the College collects will depend on the individual's relationship with the College.

Personal information held by the College may include your name, date of birth, gender, current address, telephone/mobile/fax number, email address, educational and professional qualifications. We also hold details of College examinations you have participated in.

The College collects personal information in a number of ways including:

- Directly from you, when you provide information by phone or in documents such as an enrolment form
- From publicly available sources of information

How we use your personal information

Your personal information will only be used for the purpose for which it was collected. We may also use your information for purposes which directly relate to the original purpose of collection. For example, you may be required to fill in a registration form for Convocation and the College may use your details to send you a Convocation programme.

Personal information will also be used to administer and manage your enrolment and registration, including the mailing of memos and the *Presidential Letter* and for billing. It may be aggregated and used for internal review to analyse trends and statistics.

Contact information held by the College may also be used to inform individuals of upcoming events and additional services provided by the College. The individual contacted always has the option of not receiving further information of this nature from the College.

You have the right to access such information which relates to you and to correct information which is inaccurate. The College takes reasonable precautions to ensure that the personal information we collect and use is accurate, complete and up to date. We recommend that you:

- Let us know if there are any errors in your personal information
- Keep us up to date with changes to personal information such as your name and address.

Disclosure

The College does engage third parties to perform certain functions for us. For example, the mailing of some correspondence. Therefore, it is sometimes necessary to disclose your personal information to those parties. Where disclosure takes place, the College seeks to ensure that your personal information is handled in accordance with the Australian National Privacy Principles.

Personal information security

The personal information you provide to us is secure. We take reasonable precautions to protect the personal information about you from misuse and loss from unauthorized access, modification or disclosure. Where information we hold is identified as no longer needed for any purpose we ensure it is effectively and securely destroyed.

Changes to the Privacy Statement

The Royal Australasian College of Dental Surgeons reserves the right to modify or amend this privacy statement at any time, provided those modifications or amendments comply with the Privacy Act.

Contact Details

If you have any questions in relation to privacy, please contact us on (02) 9232 3800 between 9.00am and 5.00pm, Monday to Friday.

Alternatively you can write to:

Privacy Officer
Level 6, 64 Castlereagh Street
SYDNEY NSW 2000

Dated: 8 November 2002