



Privacy Policy

About ACLM and this Privacy Policy

The Australasian College of Legal Medicine (ABN 90 076 857 031) (**ACLM, we, us or our**) is committed to protecting the privacy of your personal information.

We provide a network for doctors and dentists who have completed dual qualifications in law and medicine or dentistry, or forensic medicine, or whose areas of practice are impacted by the law. Our services include professional development and education courses and other events (**Training Programs**) for such practitioners to assist them develop their understanding of the law as it applies to their practices, for the benefit of their patients.

This privacy policy (this **Policy**) explains how we will collect, use, disclose, store, and protect personal information collected from you. 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.

For the purposes of the *Privacy Act 1988* (Cth) (**Privacy Act**), ACLM is a 'small business operator' and is therefore not subject to the Australian Privacy Principles (**APPs**) in the Privacy Act. However, as a matter of ACLM policy, we will handle your personal information in a manner consistent with the Privacy Act and APP requirements.

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 identifying health information about you, and also includes information about your racial or ethnic origin, political opinions or associations, religious or philosophical beliefs, and sexual orientation or practices.

Why do we collect your personal information?

We may collect personal information from you so that we can provide our services to you, or where this is otherwise necessary for our functions or activities, including provision of our membership services and the Training Programs.

For example, we collect your personal information:



- if you are a member¹ or applicant to be a member of ACLM, to provide you with member services and registration;
- if you are attending our Training Programs, so we can register your attendance and provide you with the relevant resources to attend the Training Programs;
- if you make any enquiries with us, to enable us to respond to your enquiries;
- if you are officer, staff member, teacher, or committee member of ACLM, or a partner organisation, service provider or other third party we engage with, to manage our relationship with you or engage with you.

You are not required to disclose your personal information to us. However, if you do not provide the information requested, you may not be able to use our services or engage with us effectively.

What types of personal information do we collect?

We may collect the following personal information from members and membership applicants:

- your name and contact details (such as phone number, address and email address);
- copies of passports or other identity documents, degrees, academic transcripts, and exam results; and
- your continuing professional development (**CPD**) information, such as your area of expertise, qualifications, biography, details of your CPD activities completed (which may include our Training Programs), details of exemptions to CPD requirements granted, annual CPD plans, and any Australian Medical Council (**AMC**) accredited 'CPD Homes' that you engage with.

We may collect the following personal information from participants in our Training Programs:

- your name and contact details (such as phone number, address and email address); and
- details of your occupation, any dietary requirements; and
- if necessary for refund of fees, your bank details.

If you are an officer, staff member, teacher, or committee member of ACLM, or a partner organisation, service provider or other third party we engage with, we may collect your personal information to the extent necessary for our functions or activities, and to manage our relationship with you or engage with you. This will include your contact details and other relevant personal information you provide or which we request and collect from you.

How do we collect your personal information?

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

We will only collect your personal information where you have consented, or otherwise in accordance with the law.

¹ Where used in this document, the word 'member' refers to all ACLM membership categories.



We will generally collect your personal information directly from you through your interactions with us. For example, if you are a member, membership applicant, or a participant in our Training Programs we may collect your personal information directly from you when you interact with us via our website, or member login website, or over the phone.

When we collect your personal information, we will as soon as is practicable take reasonable steps to notify you of the details of the collection (including notifying you through this Policy), such as the purposes for which the information was collected, the organisations (if any) to which the information will be disclosed, and also notify you that this Policy contains details on how you may access or correct your information, or raise any complaints.

How do we use your personal information?

If you are a participant in our Training Programs we generally use your personal information for the following main purposes:

- to register you for the Training Programs, and for other administrative arrangements relating to your attendance at the Training Programs;
- to provide you with access to and use of the Training Programs and other CPD related services we provide;
- to provide you with information regarding the Training Programs, CPD related services and other ACLM services we provide;
- to maintain electronic records of your progress towards and completion of registration requirements and CPD activities, including in accordance with any AMC requirements for accredited 'CPD Homes';
- to respond to your enquiries; and
- to maintain and improve our services, including to request your participation in a quality improvement activity (such as a survey) or research.

If you are a member or a membership applicant we generally use your personal information for the following main purposes:

- to provide you with access to and use of the membership services we provide;
- to provide you with information regarding the membership services and other ACLM services we provide;
- to maintain records of your membership;
- to respond to your enquiries; or
- to maintain and improve our services, including to request your participation in a quality improvement activity (such as a survey) or research.

If you are an officer, staff member, teacher, or committee member of ACLM, or a partner organisation, service provider or other third party we engage with, we may use your personal information to manage our relationship with you or engage with you.

We may also use your personal information for purposes which are permitted under the applicable privacy laws, which include:



- where we use your information for purposes which are directly related to the main purpose for which we collected it, in circumstances where you would reasonably expect us to use your information for these purposes; or
- where we reasonably believe that use of your information is necessary to lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety, and it is unreasonable or impracticable to obtain your consent.

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 confidential and protected.

We may use third party software vendors located in Australia, the United States of America and Ireland for the limited purposes of providing payment, billing, and client relationship management functions such as mailing lists. We may disclose your personal information to these third parties for these limited functions only. We have taken and will take all reasonable steps to ensure these third parties handle personal information we disclose to them in accordance with the APPs.

We will not otherwise disclose your personal information to third parties unless you have consented, or we are otherwise permitted or required to do so by law. This may include disclosure of your personal information in the following circumstances:

- disclosure to comply with our legal obligations, including, but not limited to, where we are required to provide information under a subpoena or Court order or other mandatory reporting requirements under law;
- to communicate with any regulators or authorities to whom you have made a privacy complaint; or
- where we are otherwise authorised or permitted to do so under law, including:
 - where we disclose your information for purposes which are related (or directly related in the case of sensitive information) to the main purpose for which we collected it, in circumstances where you would reasonably expect us to disclose your information for these purposes;
 - where we reasonably believe that disclosure of your information is necessary to lessen or prevent a serious threat to the life, health or safety of any individual, or to public health or safety, and it is unreasonable or impracticable to obtain your consent; or
 - where this is reasonably necessary for the establishment, exercise or defence of any legal claim.

Will we disclose your personal information overseas?

We act in a manner consistent with the requirements of the Privacy Act when disclosing personal information overseas.

We may use third party software vendors located in the United States of America and Ireland for the limited purposes of providing payment, billing, and client relationship management functions such



as mailing lists. We may disclose your personal information to these third parties to the minimum extent necessary for these purposes, and we have taken and will take all reasonable steps to ensure that these third party software vendors handle your personal information in accordance with the APPs.

We will otherwise only disclose your personal information to a recipient overseas if we would be lawfully permitted to disclose it to a recipient in Australia, and:

- we have taken reasonable steps to ensure that the overseas recipient of your personal information does not breach the APPs; or
- the overseas recipient is subject to a law, binding scheme or binding contract that provides substantially similar protection to the APPs which you can access and enforce; or
- if the disclosure overseas is otherwise required or authorised by law.

Direct marketing

If we intend to provide you with any marketing communications, for example, to provide you with information about our services or resources you may wish to access, we will only send you such communications if you have previously consented to this, in accordance with any marketing communication preferences that you have notified to us, and otherwise in accordance with the requirements for direct marketing under the Privacy Act and the *Spam Act 2003* (Cth)

All marketing communications will include the option for you to opt-out of receiving these communications and our contact details.

How can you access and correct your personal information?

You have a right to seek access to, and correction of the personal information we hold about you.

Members can log into their ACLM website account and access selected information which may include their account profile and CPD information. This includes members being able to access and download electronic records of their completion of registration requirements and CPD activities. By logging into their accounts, members will also be able to monitor and evaluate their own progress towards meeting CPD requirements and to access historical and current records.

You may also request access to the personal information that we hold about you, using our contact details set out 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 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.

If you believe that the personal information we hold about you requires correction (for example, because the information is inaccurate, out-of-date, incomplete, irrelevant or misleading), you may request that the information be corrected using our contact details set out 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.

How do we protect your personal information?

We take reasonable steps to protect personal information we hold about you from misuse, interference and loss, and from unauthorised access, modification or disclosure.

We use 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 retain your personal information:

- in respect of CPD records, in accordance with any AMC accreditation requirements for CPD Homes and any practitioner registration standards for CPD; or
- otherwise, for the periods required under law.

When your personal information is no longer required to be retained as above, we will take steps to securely destroy the information or to ensure that the information is permanently 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, relevant and not misleading. You can assist us in keeping your personal information accurate by informing us of any updates to your personal information using our contact details below, and by updating your member details through your account if you are a member.

The ACLM website and cookies

We may collect your personal information through your interactions with us via our website.

We will deal with any personal information collected via the ACLM website in accordance with this Policy and the law.

We also collect data through our use of 'cookies' and other internet technologies.

Cookies are small data files which are stored on your device's browser. Cookies are stored in order for your internet browser to navigate a website. Cookies will not identify you, but they do identify your internet service provider and browser type.

We will not use cookies to collect your identifying personal information. The cookies may collect statistical information about your visit to the ACLM website (such as the pages you visit on the website) in order to remember your preferences and allow you to navigate the website more easily.



The default setting of most internet browsers is to accept cookies automatically, but you can choose whether to allow cookies through your browser settings.

If we provide links through the ACLM website to third-party websites, or other third party applications, we are not responsible for the content provided, privacy policy and practices of such third-parties. You should familiarise yourself with the privacy policies of any such third parties.

Privacy related questions and complaints

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

If you have any questions about privacy-related issues, or wish to complain about a breach of your privacy or the handling of your personal information by us, you may lodge your question or complaint in writing to ACLM by using the contact details below. We will respond to you as soon as possible, but no later than 30 days from receipt of your question or complaint.

If you are not satisfied with the outcome of our investigation, or if you do not wish to contact us directly, you can refer your complaint to the Office of the Australian Information Commissioner (OAIC) using the following details:

- Website: **www.oaic.gov.au**
- Telephone: 1300 363 992
- In writing: Office of the Australian Information Commissioner, GPO Box 5218, Sydney NSW 2001

Our contact details for privacy related issues

If you would like to contact us regarding any privacy matters, including where:

- you would like to request access to or correction of your personal information;
- you have a complaint or concern regarding your privacy; or
- you would like further information about this Policy,

please contact us using the following details:

- Email address: **aclm9@legalmedicine.com.au**; or
- Address: **PO Box 250, Corinda QLD 4075**
- Lodge a complaint online: **www.legalmedicine.com.au/contact**

Updates to this Policy

We may update this Policy from time to time. The current version of this Policy will be made available on our website at **legalmedicine.com.au**. We will also make the most current version of the Policy available to you in other formats which we can reasonably provide, on your request.



Implementation and review

This Policy should be reviewed no less than every 2 years.

Policy version	1
Last review date	12 June 2023
Approved by Council	19 June 2023