



## 1. Purpose

This Privacy Policy outlines the personal information handling practices of Vital Anaesthesia Simulation Training (VAST). The specific legal obligations of entities when collecting and handling personal information are outlined in the Privacy Act 1988 (Commonwealth) and the Australian Privacy Principles. One of such obligations requires entities to have a Privacy Policy.

## 2. Objective

To establish processes for overseeing the use, disclosure and storage of personal information, including sensitive information, and how individuals may access and correct personal information that we hold.

## 3. Guiding principles

VAST respects, and is committed to protecting privacy. All information provided to VAST will remain confidential and protected.

By contacting VAST via its website, signing up to its newsletter, becoming a member, applying to work or volunteer with VAST, making a donation or otherwise providing VAST with personal information, consent is given to personal information being collected, held and administered as set out below.

## 4. Scope

This document applies to all VAST office bearers, staff and volunteers associated with Vital Anaesthesia Simulation Training (VAST) as well as to all of those whom VAST has professional dealings.

## 5. Dictionary

Term	Meaning
<b>Personal information</b>	Information or an opinion that identifies or can be used to identify a person.

## 6. Policy

### 6.1 What information does VAST collect?

VAST may ask for the following information:

- contact information (name, address, email address, telephone number)
- personal details such as age, occupation
- credit card numbers and/or bank account details

It is the choice of the individual as to how much information is provided. All information is held securely.

## 6.2 How does VAST collect personal information?

Where possible, VAST collects personal information directly from individuals. This may be via direct contact in person, email, on the telephone or online. VAST may collect personal information from another source, including a third party, when consent has been provided, where it is unreasonable or impractical to collect the information only from individuals or where required to do so by law.

## 6.3 How does VAST use this information?

VAST may use personal information to:

- process donations and provide receipts
- communicate with its supporters
- recruit and manage staff or volunteers
- conduct marketing activities
- enable other activities and functions of the organisation

To ensure privacy is protected, information from records will not be disclosed or altered unless requested. Please note, in some areas of VAST's website, links to other sites can be found. These sites are not controlled by VAST and therefore it cannot take responsibility for their content, claims of offer or privacy practices.

## 6.4 How does VAST protect personal information?

VAST is bound by laws which impose specific obligations when it comes to handling personal information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information:

- collect only information which the organisation requires for its primary function
- ensure that stakeholders are informed as to why the information is collected and administered
- use and disclose personal information only for primary functions or a directly related purpose, or for another purpose with the person's consent
- store personal information securely, protecting it from unauthorised access
- provide stakeholders with access to their own information, and the right to seek its correction
- provide an opportunity to opt out of receiving future communications from it

VAST actively seeks to ensure that all personal information collected is protected from misuse, unauthorised access, modification or disclosure. VAST will not disclose personal information unless one or more of the following applies:

- individuals have consented to disclosure (to credit reference agencies, vetting reference agencies, for secondary purpose)
- it is required or authorised by government bodies and law enforcement agencies

## 6.5 Rights to information

Whilst VAST keeps all personal information secure from others, individuals may request access to their information at any time. If an individual would like to know what information is held about them, or if there is an error they would like to correct, they can contact VAST via [email](#). VAST may ask for verification of identity when a request for access to information is made. If an individual wishes to have their personal information deleted, VAST will take reasonable steps to delete it, unless it is needed to be kept for legal, auditing or internal risk management reasons.

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There may be cases where VAST cannot provide access to personal information it holds, for example, where providing access would interfere with the privacy of others or is a breach of confidentiality. If VAST refuses to grant access to personal information, it will provide written reasons for the refusal.

If VAST uses personal information in ways other than as stated in this policy, VAST will ensure it complies with the requirements of the Privacy law.

#### 6.6 Complaints handling

For any questions or concerns about VAST's Privacy Policy or the way personal information has been handled, please contact:

- Email: [vastcourse@gmail.com](mailto:vastcourse@gmail.com)
- Post: PO Box 8691 Perth BC, Perth, Western Australia, 6849

If a person is not satisfied with the response to an enquiry or complaint, a complaint can be made to the Office of the Australian Information Commissioner, at [oaic@gov.com.au](mailto:oaic@gov.com.au).

### 7. Related and supporting documents

- [Privacy Act 1988 \(Commonwealth\)](#)
- [Australian Privacy Principles](#)
- VAST Code of Conduct
- VAST Complaints Policy

### 8. Document revisions

Version	Date approved	Summary of changes
v1.0	24 October 2020	