ASDA Privacy Policy

Last Updated: October 2026

Entity: Australian Society of Dental Anaesthesiology (ASDA)

1. Our Commitment to Privacy

The Australian Society of Dental Anaesthesiology (ASDA) is committed to protecting the privacy and confidentiality of personal information provided by our members, event participants, stakeholders, and website visitors.

We manage personal information in an open and transparent manner in accordance with the **Privacy Act 1988** and the **Australian Privacy Principles**. This Privacy Policy outlines how we collect, hold, use, disclose, secure, and dispose of your personal information, as well as how you can access or correct your data or lodge a privacy complaint.

2. Kinds of Personal Information We Collect

The nature of the personal information collected by ASDA depends on your interaction with us (e.g., whether you are a member, a conference attendee, or a subscriber to our educational resources).

The types of personal information we commonly collect and hold include:

- **Identity & Contact Details:** Full name, title, postal address, email address, telephone numbers, and professional designations.
- **Professional & Employment Details:** Continuing Professional Development (CPD) tracking details, that take place through participation in programs, delivered by ASDA.
- **Financial Information:** Payment and billing details (such as credit card or direct debit information processed through secure third-party payment gateways).
- **Membership & Event Data:** Membership status, history of engagement, event registrations, dietary requirements, and feedback or survey responses.
- **Sensitive Information:** In limited circumstances (such as specialized educational workshops or research projects), we may collect sensitive information—such as professional memberships or opinions relevant to dental anaesthesia practice—with your explicit consent or as required by law.
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3. How We Collect Personal Information

We aim to collect personal information directly from you wherever practicable. This may occur when you:

- Apply for or renew ASDA membership.
- Register for ASDA conferences, webinars, or educational courses.
- Communicate with us via email, phone, web forms, or social media channels.
- Subscribe to ASDA newsletters, clinical guidelines, or publications.

In some cases, we may collect personal information from third parties—such as educational institutions, regulatory bodies (e.g., AHPRA), or event co-organizers—only where you have consented or where it is legally authorized.

4. Purposes for Collecting, Holding, Using, and Disclosing Personal Information

ASDA collects and uses personal information strictly for the purposes necessary to conduct our professional association activities, including:

- Managing and administering membership records and benefits.
- Delivering educational events, seminars, webinars, and issuing CPD certificates.
- Distributing professional publications, newsletters, clinical updates, and policy statements.
- Processing payments, issuing invoices, and maintaining financial records.
- Responding to member enquiries, feedback, or complaints.
- Conducting research, public awareness campaigns, or advocacy aligned with the objectives of dental anaesthesiology (where express consent is obtained if required).

Disclosure of Personal Information

We do not sell, trade, or rent your personal information to external third parties. However, we may disclose your information to trusted third-party service providers who assist us in operating our association, under strict confidentiality agreements. These include:

- IT service providers, cloud hosting services, and database administrators.

- Secure online payment gateway processors.
- External mailing houses or conference logistics partners.
- Regulatory authorities, legal representatives, or law enforcement agencies when explicitly required or authorized by law.

5. Security and Data Breach Notification

ASDA takes the security of your personal information seriously. We implement robust physical, technical, and administrative security measures—such as encryption, restricted user access, and secure server environments—to protect your data from misuse, interference, loss, unauthorized access, modification, or disclosure.

Notifiable Data Breaches (NDB) Scheme

In compliance with the Privacy Act 1988, if ASDA experiences an eligible data breach involving unauthorized access, disclosure, or loss of personal information that is likely to result in serious harm, we will promptly notify affected individuals and the **Office of the Australian Information Commissioner (OAIC)**.

6. Cookies and Website Analytics

Our website may use cookies and digital tracking technologies to optimize your user experience, analyze web traffic, and remember your preferences.

- **Analytics:** We may collect non-identifiable data such as browser type, IP address, and pages visited to evaluate website performance.
- **Third-Party Links:** Our website may contain links to external sites (such as the Australian Dental Association or medical regulatory bodies). ASDA is not responsible for the privacy practices or content of external websites.

7. Accessing and Correcting Your Personal Information

You have the legal right to request access to the personal information ASDA holds about you, and to request corrections if you believe the information is inaccurate, out-of-date, incomplete, or misleading.

To make an access or correction request, please contact our Privacy Officer in writing (see Section 9). We will respond to your request within **28 days**. In accordance with the APPs, we may verify your identity before granting access, and access is generally provided free of charge unless a request is overly complex.

8. Overseas Disclosures

As a general rule, ASDA does not routinely disclose personal information to overseas recipients. If a specific educational or operational requirement necessitates sending information overseas (e.g., an international cloud provider), we will take reasonable steps to ensure that the overseas recipient handles your information in accordance with the Australian Privacy Principles.

9. Privacy Complaints and Enquiries

If you have any questions about this Privacy Policy, wish to access your data, or believe there has been a breach of the Australian Privacy Principles, please contact our Privacy Officer:

- **Attention:** The Privacy Officer
- **Australian Society of Dental Anaesthesiology (ASDA)**
- **Email:** secretary@asda.net.au
- **Postal Address:** Public Officer, 5 Marron Place, Beecroft, NSW 2119

We take all complaints seriously and will investigate your query, responding to you within **28 days**.

If you are unsatisfied with our response, you may escalate your complaint to the **Office of the Australian Information Commissioner (OAIC)**:

- **Website:** www.oaic.gov.au
- **Phone:** 1300 363 992

This comprehensive Privacy Policy for the **Australian Society of Dental Anaesthesiology (ASDA)** is tailored to comply with the **Privacy Act 1988**, the **Australian Privacy Principles** set out by the Office of the Australian Information Commissioner (OAIC), and standard professional governance frameworks aligned with the Australian Dental Association (ADA) guidelines.

23rd October 2026