

PRIVACY POLICY

This Privacy Policy defines how IPAR collects, holds, uses and discloses your personal information. IPAR is committed to ensuring that we comply with the Privacy Act 1988 (Cth) (Privacy Act) and other applicable privacy and health records laws in relation to the management of personal information.

PERSONAL AND SENSITIVE INFORMATION

Personal information is any information or opinion (recorded in any form) about a person, from which that person may be identified.

Special provisions apply to the collection of personal information which is sensitive information. This includes health information and information about a person's race, ethnic origin, political opinions, membership of political, professional or trade associations, religious or philosophical beliefs, sexual preferences, criminal history and biometric data.

In this Privacy Policy, unless otherwise stated, a reference to personal information includes sensitive information.

INFORMATION WE COLLECT AND HOW WE COLLECT IT

The types of personal information we collect about you will depend on the activities and functions we are undertaking. We may collect the information directly from you or from other people or organisations with which we interact.

The types of personal information we may collect and hold includes the following:

- Names, email addresses, age, contact details, mail addresses, correspondence (including emails, facsimiles, text messages and postal mail), gender information, occupation details and work history, lifestyle activities, education and training information
- Depending on your interaction with us, IPAR may also collect medical and health related information provided by individuals to IPAR or to its service providers in acquiring, using or receiving IPAR services or in interactions with IPAR
- Financial information such as information provided when applying for IPAR services and credit arrangements including, but limited to, credit card/banking details
- Information from health service providers, including private health insurance membership number
- Photographic identification
- Information from IPAR websites including website registration, surveys, and information related to the behaviour or users for example, IP addresses (not server addresses), previous sites visited, type of browsers used, nature of electronic devices used, internet pages accessed, cookies and location information
- Information collected by IPAR from internal systems, internet and social media sites including, but not limited to, Facebook, LinkedIn, UKG, Totara and Smart Recruiters information systems
- Data obtained from third parties including, but not limited to, research and marketing information available within the public domain and purchased on behalf of IPAR
- Information collected from persons attending IPAR conventions, seminars and functions
- Information collected from persons applying for or attending training courses conducted by IPAR

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OUR PRIMARY PURPOSE FOR COLLECTING PERSONAL INFORMATION

IPAR collects personal information for the following purposes:

- To contact you to provide information about, and to deliver, our services to you and/or the person or organisation that referred you to us, such as your employer or insurer
- To manage our business
- To access and obtain medical records and history from treating healthcare providers
- To engage healthcare providers to assist in the provision of our services and assess medical conditions and/or diagnoses
- To provide seminars, conventions and educational training and work trial placement services
- To collate data for research and statistical purposes
- To meet compliance requirements under the terms of deeds and contracts IPAR enters and/or administers on behalf of statutory and legislative bodies and government departments
- To review, evaluate, develop and improve our services
- To meet our statutory and regulatory obligations
- To recruit personnel
- For other purposes required or authorised by or under law, including purposes for which you have provided your express or implied consent

USE AND DISCLOSURE OF PERSONAL INFORMATION

IPAR uses and discloses personal information for the purposes for which it was collected – that is, in accordance with details of the relevant primary purpose outlined above.

We may also use and disclose personal information for other purposes where the individual provides consent for a use or disclosure or where use or disclosure is required or authorised by or under an Australian law or court/tribunal order.

IPAR may disclose your personal information to:

- The organisation who referred you to our services (such as your employer or insurer)
- Medical practitioners and / or allied health professionals engaged by us to provide services
- Your treating healthcare providers
- Our related bodies corporate
- Persons or organisations assisting IPAR in carrying out our functions
- Parties involved in a prospective or actual transfer of our assets or business
- Other organisations engaged or contracted by IPAR to assist us to carry out our functions and / or provide services. Such organisations may include: recruitment agencies, previous employers, credit agencies, state or federal police, state or federal government agencies or departments, or personal referrers

We may also disclose team member profiles (including, but not limited to, sensitive information regarding memberships of trade and professional associations) and general information to government agencies, insurers, lawyers and other third parties who deal with IPAR as part of its delivery of services.

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IPAR may disclose personal information to overseas recipients when that disclosure is consistent with the purposes set out above. The countries associated with the overseas recipients are, potentially: India, Philippines, Vietnam, New Zealand, the United Kingdom and the United States of America.

WHAT HAPPENS IF PERSONAL INFORMATION IS NOT PROVIDED?

If you do not provide us with accurate or complete personal information when requested, IPAR may not be able to provide you with the relevant service or information you require.

HOW WE PROTECT YOUR PERSONAL INFORMATION

We may store your personal information in hard copy or electronic format. To safeguard your personal information, we have in place a range of policies and procedures to ensure its protection.

We will destroy, erase or de-identify any personal information that is no longer required for any purpose described in this Privacy Policy or under any applicable laws.

USE OF OUR WEBSITE AND PRIVACY

When you use our website, IPAR may collect the personal information that you have provided.

We use network tools to identify your web browser, this may include the use of cookies and other technologies.

Cookies are used to assist in enhancing your browsing experience. Cookies do not reveal your email address, however we may record this if you transmit it to us electronically in an email message or through a web form.

IPAR's website may contain links to other websites; this Privacy Policy has no application to any website.

UPDATING OR CORRECTING YOUR PERSONAL INFORMATION

Your personal information needs to be up-to-date for us to perform our services. For this reason, it is important that the information we collect is accurate, complete and up-to-date.

We will endeavour to ask you during the course of our relationship with you to tell us of any changes to your personal information. You may request correction of your personal information by writing to our Privacy Officer.

We will take all reasonable steps to correct personal information to ensure it is accurate, up-to-date, complete, relevant and not misleading, either when the inaccuracy is identified by IPAR or when the individual requests IPAR to correct or update the information. If we correct the information, all relevant stakeholders will be advised of the correction and notice will be provided to the individual including reasons and available complaint mechanisms if the correction is refused.

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HOW YOU CAN ACCESS YOUR PERSONAL INFORMATION

You may access the personal information we hold about you by making a request in writing addressed to our Privacy Officer at privacy@ipar.com.au detailing the information you are requesting and providing sufficient proof of identity.

The Privacy Officer will confirm further details regarding associated costs, procedure and timeframes. We will typically respond to requests within 30 days, however there may be delays associated with the nature of the information requested.

We may also charge you a reasonable administration fee for provision of the information. If we withhold access in accordance with the Privacy Act, we will give you written reasons.

DATA BREACH

IPAR has policies and procedures in place for handling any suspected privacy breaches.

We will investigate suspected breaches to ensure that the cause is identified and corrective actions are implemented. Where applicable, we will notify affected individuals and the Office of the Australian Information Commissioner.

PRIVACY COMPLAINTS AND FURTHER INFORMATION

If you have a concern or complaint about your privacy or you have any query about how we manage your personal information, please contact us using the details below.

If you are not satisfied with our response, you may also contact the Office of the Australian Information Commissioner.

OUR CONTACT DETAILS

Our contact details are privacy@ipar.com.au

IPAR
North Tower, Level 3, 485 La Trobe Street
Melbourne, Victoria 3000