



Policy: Privacy

Version: 1.0

## **1. Purpose and Scope**

The Australasian College of Oral Health Practitioners (ACOHP) is committed to safeguarding the privacy and security of your personal information. This Privacy Policy outlines our practices concerning the collection, use, disclosure, and protection of your personal data. By accessing our services and providing your information, you consent to the practices described in this policy.

## **2. Information We Collect:**

We may collect various types of personal information, including but not limited to:

- a. Contact information (e.g., name, email address, phone number).
- b. Professional information (e.g., qualifications, work history).
- c. Financial information (e.g., payment details for membership dues or course fees).
- d. Communications and correspondence with ACOHP.

## **3. How We Use Your Information:**

We use your personal information for the following purposes:

- a. To provide you with requested services, including course registration, membership management, and program participation.
- b. To communicate with you about ACOHP's activities, events, and updates.
- c. To process payments, issue invoices, and manage financial transactions.
- d. To improve our services, website functionality, and member experience.
- e. To comply with legal obligations and regulatory requirements.

## **4. Disclosure of Your Information:**

ACOHP may disclose your personal information to third parties in the following situations:

- a. When required by law or to respond to legal requests and proceedings.
- b. To trusted service providers who assist us in delivering our services (e.g., payment processors, IT providers).
- c. To ACOHP committees, mentors, or affiliates, as necessary for program-related activities and member support.

## **5. Data Security:**

We employ reasonable administrative, technical, and physical security measures to protect your personal information from unauthorised access, disclosure, alteration, or destruction. However, no data transmission or storage system can be guaranteed to be 100% secure, and ACOHP cannot ensure or warrant the security of any information you provide.



## **6. Your Rights:**

You have certain rights regarding your personal information, including the right to:

- a. Access and review your data.
- b. Correct inaccuracies in your information.
- c. Withdraw your consent for certain data processing.
- d. Request the deletion of your data, subject to applicable laws.
- e. Opt-out of email communications by following the provided instructions.

## **7. Changes to This Privacy Policy:**

ACOHP may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We encourage you to review this policy periodically to stay informed about how we are protecting your information.