



## Victorian Infection & Immunity Network

### Policy on Data Privacy

**The Victorian Infection and Immunity Network (VIIN)** is a Victoria-wide network of microbiologists and immunologists, whose mission is to promote an inspiring, inclusive network that champions infection and immunity research and education for impactful discoveries and practical health outcomes. In order to successfully carry out our networking functions, VIIN collects and handles Personal information on a regular basis.

VIIN collects Personal information from Members, Contributing Organisations, Executive and Young Investigator Committees, event registrants, service providers and other people connected with its activities.

The VIIN's purpose in collecting and using Personal information is to carry out one or more of its functions or activities, including:

- to provide Membership services and maintain Member profiles
- to provide continuing professional development, education and training
- to manage conferences and events
- to enable planning, policy and service development
- to market, advertise or to conduct or facilitate member surveys
- to communicate with Members and Committees about VIIN business

Information may also be used for secondary purposes as required or permitted by law.

VIIN is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

#### What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include:

- contact details (for example name, address, professional information, telephone numbers, institutional affiliation and email, signature)
- photos and videos (for example from our face-to-face or online events or in Member profiles on our website)
- demographic information (for example, gender, professional title and position title, year / month of PhD conferral, Aboriginal and Torres Strait Islander status)
- professional information (for example, qualifications, specialties, research foci, publication records, abstracts for conference presentations with contact details)
- activity-related information (for example, participation in VIIN-managed events and activities)

- opinions (for example, on VIIN events, activities and projects)

This Personal Information is obtained in many ways including **correspondence, by telephone, by email, via our website [www.viin.org.au](http://www.viin.org.au) and the VIIN's social media accounts, from surveys, from delegate registration forms, from media and publications, from other publicly available sources, from cookies or website analytics, from third parties and face-to-face**. We do not guarantee website links or the policies of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our Members and advertising the VIIN's activities and relevant activities offered by organisations similar to ours. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing lists at any time by contacting us in writing. You may delete your VIIN Member Profile on the VIIN website by logging into your Profile and deleting it.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

### Sensitive Information

Sensitive information is defined in the Privacy Act to include information about or opinions on things including an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

The sensitive information that VIIN collects may include:

- an individual's gender identity and identity as an Aboriginal or Torres Strait Islander for the purpose of supporting and improving diversity and equity in our activities
- health information including food allergies and sensitivities for the purpose of catering for events we host.

### Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

### Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

### Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

## Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

**VIIN** will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

## Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you. In the case of your information on the VIIN website, you are provided with a unique login to your VIIN Member profile and are required yourself to maintain the accuracy of this profile.

## Data Privacy and the Lorne Infection and Immunity Conference

The VIIN hosts the annual Lorne Infection and Immunity Conference. The VIIN contracts a Professional Conference Organising company (PCO) to manage the Lorne Conference on the network's behalf. The Personal and Sensitive information you provide to the PCO is managed under the PCO's Data Privacy Policy. At this time, the PCO is ASN Events. The ASN Events Data Privacy Policy is [available here](#).

## Policy Updates

This Policy may change from time to time and is available on our website.

## Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Address: 27 – 31 Wright St, Clayton, Victoria, Australia 3168

Person: Program Manager

Email: [info@viin.org.au](mailto:info@viin.org.au)

Phone: 61 3 857 227 39

## How this Policy was prepared

This policy has been prepared on the privacy policy template provided by Business Victoria, <https://business.vic.gov.au/tools-and-templates/privacy-policy-template>, accessed 11 August 2023.

The following references were consulted:

- Australian Government Office of the Australian Information Commissioner, "Guide to developing an APP privacy policy" May 2014. <https://www.oaic.gov.au/privacy/privacy-guidance-for-organisations-and-government-agencies/more-guidance/guide-to-developing-an-app-privacy-policy>. Accessed 11 August 2023.
- Australian Government "Protect your customer's information" <https://business.gov.au/online/cyber-security/protect-your-customers-information>. Accessed 11 August 2023.
- The ASN Events Data Privacy Policy.