

PHARMACEUTICAL SOCIETY OF AUSTRALIA FOUNDATION LTD PRIVACY POLICY

1. Introduction

The Board of PHARMACEUTICAL SOCIETY OF AUSTRALIA FOUNDATION LTD (**PSA Foundation**) is committed to protecting the privacy of personal information the organisation collects, holds, and administers. Personal information is any information that directly or indirectly identifies a person.

The PSA Foundation recognises the importance of handling personal information with care, ensuring that it is collected and used responsibly, in accordance with legal obligations, and in a way that respects the privacy rights of individuals. We are committed to safeguarding your privacy and ensuring transparency in how we handle personal information.

2. Purpose of Policy

The purpose of this document is to provide a framework for PSA Foundation in dealing with privacy considerations. It outlines how we manage the collection, storage, and use of personal information in compliance with the *Privacy Act 1988* (Cth).

3. Policy Overview

- 3.1. This Privacy Policy (**Policy**) explains how PSA Foundation collects, uses, and handles your personal information.
- 3.2. In this Policy, “Privacy Legislation” refers to the *Privacy Act 1988* (Cth) or any relevant state or territory privacy laws, and the terms “Personal Information” and “Personal Data” have the same meaning as in the Privacy Legislation.
- 3.3. This Policy applies to all individuals and entities who interact with PSA Foundation, including volunteers, employees, contractors, and users of our services.
- 3.4. We may update this Policy from time to time. A copy of the current version is available via: <https://www.psa.org.au/about/psa-foundation/> .
- 3.5. For any questions regarding this Policy, please contact us using the details in section 14.

4. Related Documents References

- Third-Party Service Agreement/s
- *Privacy Act 1988* (Cth)
- Australian Privacy Principles (APPs)
- Notifiable Data Breaches (NDB) Scheme
- Office of the Australian Information Commissioner (OAIC) Guidelines
- *Australian Charities and Not-for-profits Commission Act 2012* (Cth)
- *Australian Charities and Not-for-profits Commission Regulation 2013* (Cth)
- Australian Charities and Not-for-profits Commission Governance Standards (Cth)

5. Types of Information We Collect

- 5.1. The type of personal information we collect depends on your involvement with PSA Foundation.
- 5.2. We collect personal information that is reasonably necessary to pursue our charitable activities or as required by law.
- 5.3. This information may include, but is not limited to:
 - Name and contact details;
 - Identification documentation;
 - Payment and banking details for donations or purchases;
 - Personal information submitted in forms or queries;
 - Usage data from our websites.
- 5.4. In some cases, we may collect Sensitive Information with your consent, as required under the Privacy Legislation. Sensitive Information includes details such as health records, racial or ethnic origin, and political or religious affiliations.

6. How We Collect Information

- 6.1. We collect personal information by lawful and fair means, such as via email, our website, online forms, or phone.
- 6.2. We collect personal information directly from you unless it is unreasonable or impractical to do so.
- 6.3. Occasionally, we may collect personal information from third parties, such as contractors or other service providers.
- 6.4. We may use cookies or other tracking technologies to collect usage data from our websites, though you can opt to block or delete these cookies.

7. Use of Personal Information

- 7.1. We use your personal information for purposes including:
 - Providing and improving our services;
 - Communicating news, offers, or updates about our activities;
 - Processing donations or other payments;
 - Complying with legal or regulatory requirements.
- 7.2. We will only use or disclose your personal information for these purposes or other related purposes that you would reasonably expect.
- 7.3. We do not sell your personal information to third parties.

8. Data Security and Storage

- 8.1. PSA Foundation takes reasonable steps to protect personal information from misuse, loss, or unauthorised access.
- 8.2. Personal information is stored in secure electronic databases and paper files.
- 8.3. We retain personal information only for as long as necessary to fulfil legal and operational obligations.

9. Accessing and Correcting Your Personal Information

- 9.1. You may request access to the personal information we hold about you, or request corrections if the information is inaccurate.
- 9.2. We will respond to such requests within a reasonable time and may ask you to verify your identity before providing access.

10. Third Party Service Providers

- 10.1. PSA Foundation may use third-party service providers to support our operations. These providers are selected based on their privacy policies and may operate overseas. Personal information shared with third parties is handled securely in compliance with privacy laws.
- 10.2. Personal information may be shared with Pharmaceutical Society of Australia Limited (**PSA Ltd**), the parent entity of PSA Foundation, for purposes consistent with this policy. PSA Ltd is also committed to handling information securely and in accordance with privacy laws and its own privacy policy.

11. Direct Marketing

- 11.1. We may use your personal information for direct marketing purposes if you have provided consent for us to do so.
- 11.2. You can opt-out of receiving marketing communications at any time using the unsubscribe option or by contacting us directly.

12. Notification of Data Breaches

- 12.1. In the event of a data breach involving personal information, we will notify affected individuals and take appropriate remedial actions.
- 12.2. We will report the breach to the relevant privacy authorities, such as the Office of the Australian Information Commissioner (**OAIC**).

13. Complaints

- 13.1. If you have a complaint about how we handle your personal information, please contact us. We aim to resolve all complaints within seven days of receiving them.
- 13.2. If you are unsatisfied with our response, you may lodge a complaint with the OAIC.

14. Contact Us

If you have any questions or concerns about this Privacy Policy or your personal information, please contact us:

- email to: privacy@psa.org.au;
- phone our reception on 1300 369 772; or
- mail to: Privacy Officer, Pharmaceutical Society of Australia, PO Box 42, DEAKIN WEST ACT, 2600, Australia.