

Privacy Policy for the Thoracic Society of Australia and New Zealand

WHO WE ARE: We are the peak body representing professionals in the respiratory and sleep medicine field in Australia and New Zealand. Our mission is to improve the knowledge and understanding of lung disease, to prevent respiratory illness through research and health promotion, and improve health care for people with respiratory disorders. Currently we have a membership of over 1,800 respiratory health professionals.

WHAT INFORMATION WE MIGHT COLLECT

In our activities we may collect information or an opinion about you that is either identified or identifiable (**personal information**). This may include:

- information that identifies you, such as your name, date of birth, gender, education and employment details;
- your contact information such as home or work address, home, work and mobile phone numbers and email addresses;
- financial information such as bank account and credit card details
- sensitive information (sensitive information) such as information relating to your:
 - racial or ethnic origin;
 - membership of a professional association;
 - criminal record;
 - dietary requirementsdisability information;
 - involvement programs or memberships in other organisations.

PROTECTING YOUR PRIVACY

We are committed to protecting your privacy and complying with the Privacy Act 1988 (Cth) (Privacy Act) (as amended, including by the Privacy Legislation Amendment (Enforcement and Other Measures) Act 2022 (Cth)), the Privacy Act 2020 (New Zealand) and other laws relating to personal information (**Privacy Laws**). We have put in place processes for collecting, handling and storing personal and sensitive information that are designed to comply with the Australian Privacy Principles under the Privacy Act, where applicable.

In dealing with your personal information we will:

- only collect information necessary to perform our functions which include administration of membership applications, assessment of award, competency, or endorsement applications, continuing professional development, and facilitating networking and holding events like the Annual Scientific Meeting;

- take steps to make sure that the information that we collect, use and disclose is accurate, up-to-date and complete;
- take reasonable measures to protect the information that we hold from misuse, interference and loss and from unauthorised access, modification or disclosure;
- not disclose personal information to third parties without your express consent, unless permitted or required by law;
- facilitate your ability to update or correct your personal information and to address your concerns about your personal information;
- not sell, trade or rent your personal information under any circumstances; and

retain personal information only as long as reasonably necessary

ABOUT THIS PRIVACY POLICY:

This document sets out our policy on protecting the privacy of personal and sensitive information that we may collect. In doing so, it explains:

- who this policy applies to;
- what kind of information we collect and hold;
- how we collect personal information;
- how we hold personal information;
- why we collect and use personal information;
- our direct marketing activities;
- opting out of direct marketing;
- disclosure of personal information overseas;
- how we handle and secure personal information;
- how to access and correct your information;
- what happens if there is a data breach;
- the role of our privacy officer;
- what to do if you have concerns; and
- how we deal with complaints.

WHO DOES THIS POLICY APPLY TO?

This policy applies to TSANZ staff, directors, officers, members, volunteers and non-members who participate in our activities, projects, events or programs and consultants and contractors.

WHAT KIND INFORMATION DO WE COLLECT AND HOLD? The type of personal information we collect and hold depends on the kind of dealings you have with us. Here are the main examples:

- **If you join as a member of TSANZ:** the information we collect includes your name, address, contact number, gender, date of birth, address, email address, discipline, First Nations status, employment details, evidence of university enrolment (in the case of student membership), evidence of overseas qualifications (if applicable), proof of income (if applicable), your

communication preferences and payment details. From time to time, we may ask members to complete their diversity profile which collects data related to your ethnicity.

- **If you are a TSANZ Board or Sub-Committee member or a TSANZ Branch Executive:** we obtain your name, address, contact number(s) and email addresses.
- **If you attend the TSANZ annual scientific meeting, an educational event or a branch event:** we may collect personal data including but not limited to your contact details, address, membership number (if applicable), income details, evidence of university enrolment, diversity data, payment details and any dietary and accessibility requirements.
- **If you apply or are nominated for a TSANZ award:** we will collect a curriculum vitae outlining your qualifications, experience, contribution to research in respiratory medicine and achievements.
- **If you are a supplier of goods or services:** we collect contact address details, usually including but not limited to all forms of contact and address, billing information and information about the goods and/or services supplied.
- **If you are a sponsor:** we collect contact address details, usually including but not limited to all forms of contact and address, registration information if attending the event, and information relating to your sponsorship.
- **If you are an employee (permanent or temporary):** we collect contact details, tax identification number and details about a superannuation scheme.
- **If you apply for a job:** we collect the information included in an application for employment, including a cover letter, resume, contact details, proof of qualifications, previous employment records and/or school attendance referee reports and personality test.
- **We may collect sensitive information:** if it is necessary for our activities and functions and we will only do so if you have consented to us collecting that information or if we are required to do so by law. Here are some examples:
 - We may collect information about your membership in other professional associations (such as the Australia and New Zealand Society for Respiratory Scientists or the Royal Australasian College of Physicians).
 - We collect information about your dietary requirements or mobility needs when you register for our events or conferences.
 - We may collect information about your medical conditions, habits, activities, or lifestyle in connection with any clinical research project that we are involved in.
 - We collect information about your medical conditions if you make an application for “special consideration” member status.
 - As part of an application for membership, we may collect copies of Income Statements or payslips or evidence of enrolment to a university.
 - We may collect information from family or friends in relation to a member who has passed away for the purposes of closing membership.
 - We may collect copies of medical reports and psychiatric assessments in the course of a professional conduct investigation; and/or
 - We may collect information regarding criminal convictions in connection with any appointment to the board directors and of other officeholders in compliance with legislation and with our constitution.

We do not collect government related identifiers from members: As a TSANZ member, you are issued with your own unique member number on joining the organisation. Our policy is not to collect or use any government related identifier of any individual (such as a Medicare number, TFN or driver's licence number) except as permitted under the Privacy Act and the Australian Privacy Principles (including APP 9, which regulates the adoption, use and disclosure of government related identifiers) (for example, where the use or disclosure is required or authorised by an Australian law or a court/tribunal order). In addition, under New Zealand's Privacy Act 2020, Information Privacy Principle 13 (IPP13) restricts the use of unique identifiers, ensuring they are only assigned and used where it is necessary and with appropriate safeguards to protect individuals' privacy.

HOW WE COLLECT PERSONAL INFORMATION

We will only collect personal information by lawful and fair means and not in an unreasonable or intrusive manner. Where possible and practical to do so, we will collect that information directly from you. We may do this:

- in person (by emails, telephone, letters or face-to-face interviews)
- through member application forms and conference/event registration forms;
- through CVs and other employment related documentation;
- in conflict of interest declarations;
- in application forms, procedure manuals, process documents and other supporting documents;
- through contracts, memorandum of understandings, purchase and payment documents; or
- through consent, waiver, or release forms.

Withdrawal of consent: Where we rely on your consent to collect, use or disclose personal information, you may withdraw that consent at any time by contacting us using the details in this policy or, where available, by updating your preferences through the relevant TSANZ form, portal or communication settings. Once consent is withdrawn, we will cease the relevant collection, use or disclosure from that point forward to the extent practicable, unless retention or continued handling is required or authorised by law. Withdrawal of consent will not affect any collection, use or disclosure that occurred before the consent was withdrawn and may affect our ability to provide certain services, process applications, manage membership, or facilitate participation in activities or events.

Collecting information from third parties: In limited circumstances, we collect personal information from a third party for purposes directly related to our activities. Here are some examples:

- When we contract a professional conference organiser to work on one of our conferences, we may collect your personal information from them.
- If you participate in a study we may collect your personal information from a third party such as a doctor, an academic researcher, a hospital, a dentist or other health service provider
- If you apply for membership or employment we may collect your personal information from an employer, an employment agency, an educational institution, a charitable institution, a government, a regulatory agency or advisor who has dealt with you or from their authorised representative.
- We may engage a service provider for a project or a third party who partners with us on a project who may collect your personal information for the purposes of that project and pass it on to us.

Indirect collection of personal information:

Where TSANZ collects personal information about an individual from a third party or another organisation (rather than directly from the individual), TSANZ will take reasonable steps, where required and practicable, to ensure that the individual is made aware of the collection, in accordance with Australian Privacy Principle 5 under the Privacy Act 1988 (Cth) and Information Privacy Principle 3A under the Privacy Act 2020 (New Zealand).

This notification may be provided by TSANZ or by another organisation on TSANZ's behalf and may be delivered through registration forms, onboarding processes, contracts, event terms and conditions, privacy notices, or other appropriate communications, unless a statutory exception applies.

RECORDING, TRANSCRIPTION AND USE OF AI TOOLS AT MEETINGS AND EVENTS

TSANZ meetings and events, including online and hybrid formats, may involve audio or visual recording, live captioning, transcription, or the use of artificial intelligence (AI) tools to support accessibility, administration, preparation of meeting records, or development of post-event materials. These activities may involve the collection of personal information, including your name, image, voice, and any questions, comments or contributions you make during a session.

Where TSANZ records, transcribes, captions or uses AI-enabled tools in connection with a meeting or event, attendees will be notified in advance or at the commencement of the session. Where required under applicable privacy laws, consent will be sought prior to recording or processing personal information. TSANZ may use third-party platforms and AI-enabled tools to support meeting administration, accessibility, transcription, note-taking, summarisation, reporting, or related operational purposes. Information processed through these services may be stored or processed by service providers, including providers located outside Australia or New Zealand. TSANZ will take reasonable steps to ensure any such use is consistent with applicable privacy obligations and organisational requirements. Recordings and transcripts will generally only be retained for as long as reasonably necessary for the relevant purpose.

Any recordings, transcripts or outputs generated through AI-enabled tools will be used only for legitimate organisational purposes, such as meeting administration, accessibility, reporting, education, or archival records, and will be managed in accordance with this Privacy Policy and applicable privacy legislation. Attendees must not record, photograph, livestream, transcribe, or use AI tools to capture, analyse or reproduce meeting or event content without the prior consent of TSANZ and any identifiable individuals involved. Any authorised recording or transcription must be used only for the approved purpose and handled in accordance with applicable privacy and data protection laws.

HOW WE HOLD PERSONAL INFORMATION:

We understand the importance of protecting personal information that we hold. We will take steps to ensure that it is free from misuse, interference, loss, unauthorised access or alteration by:

- storing information securely and having security controls to protect your personal information
- training our employees on privacy
- safely destroying information (such as credit card details) when it is no longer required;
- limiting access to information to those that are authorised to access such information;

- protecting online information with appropriate technology solutions such as log-in details, anti-virus software and centralised administration; and
- taking reasonable steps to destroy or permanently de-identify personal information that is no longer needed.

WHY WE COLLECT AND USE PERSONAL INFORMATION:

We collect, use, and disclose personal information because it enables us to carry out our mission and functions. We may use your personal information to fulfil the purpose and related purposes for which information was collected by us or provided to us by you including for the following purposes:

Representation: representing health professionals and workers in the field of respiratory and sleep medicine;

Member management: maintaining, retaining, extending and growing the membership of TSANZ which involves activities such as:

- processing applications for membership (which may involve providing a name and contact details of a proposer and seconder to an applicant with the consent of the proposer or seconder in question);
- providing services and benefits to members;
- conducting confidential member surveys to help evaluate services to members;
- managing memberships (for instance, by sending out renewal notices and recording and updating membership details and profile information);
- running elections of officeholders of TSANZ;
- distributing TSANZ annual reports and sending notices of TSANZ meetings and events;
- distributing the TSANZ eNews, Research Round-up and other communications;
- managing the special interest groups;
- managing the TSANZ Branch events and educational meetings;
- assessing applications or proposals;
- recognising outstanding contributions by individuals in advancing respiratory medicine;
- contacting by media to discuss a key topic in respiratory health (if a member of the media needs to contact you for such purposes, we do not provide your contact details to them without first obtaining your consent);
- posting conference presentations (video and PowerPoint) on our website subject to appropriate consents being obtained.
- using photos of members and activities in our publications subject to the appropriate consent form being obtained.

Licensing: relating to protecting and using IP specified through contracts, confidentiality agreements, copyright including open-source licensing arrangements and other relevant mechanisms.

Conferences: the provision of conferences through the annual scientific meeting as well branch conferences and from time to time the hosting of international conferences which are of relevance to our members.

Grants: the administration of grants and awards in the respiratory and/or sleep field.

Training and education: developing, promoting and conducting training and other events either online, via video conferencing or face-to-face and by organising speakers, locations, catering and registrations;

Recruitment: recruiting staff and contractors;

Payments: processing payments;

Complaints: answering queries and resolving complaints; and

Analysis: using aggregated information for business and member services analysis.

A note about anonymity: We are able to handle general enquiries anonymously or pseudonymously if you make a general inquiry. However, if you wish to use our services, be involved in our activities or become a member of our organisation, it would be impracticable for us to deal with you in an anonymous or pseudonymous basis.

OUR DIRECT MARKETING ACTIVITIES:

We may use your personal information (name and email address), to send you marketing materials that inform you of TSANZ services, opportunities to apply for research and other awards and upcoming conferences, events and courses offered by us directly or jointly with other organisations. As we can only send such marketing materials to you if your consent is obtained beforehand, our practice is to request and obtain this consent from you and all persons that we plan to send marketing materials to when you or they:

- join up as member of TSANZ or a member of one of our partner organisations;
- renew membership; or
- register for an event.

OPTING OUT OF DIRECT MARKETING: If you consent to receiving marketing communications from us, we will treat it as effective and current until we are otherwise advised. You are, however, entitled to opt out of having marketing materials sent to you and may do so at any time by:

- updating your communications preferences by going to our website and updating your personal details and consents through the TSANZ member portal;
- sending a letter to The Thoracic Society of Australia and New Zealand Ltd, Suite 4, Level 1, 760, Pacific Highway, Chatswood, NSW, 2067, Australia;
- sending an email to the TSANZ office at tsanzoffice@thoracic.org.au; or
- using the unsubscribe facility that is included in our electronic communications.

DISCLOSURE OF PERSONAL INFORMATION OVERSEAS:

In some circumstances, we may disclose or make personal information accessible outside Australia or New Zealand. This may occur, for example, where we engage overseas professional conference organisers, international membership bodies, cloud service providers, software vendors, website or database hosts, payment processors, or AI-enabled service providers, or where those providers store or process information across multiple jurisdictions. Personal information may therefore be handled in Australia, New Zealand, the United States, the European Union, Japan and other countries in which our service providers or partner organisations operate. Before disclosing personal information overseas, TSANZ will take reasonable steps to ensure that the recipient is

subject to privacy and security safeguards that are consistent with applicable privacy laws.

- For the purposes of organising TSANZ's Annual Scientific Meeting (**ASM**): we engage a professional conference organiser based in New Zealand and agree to provide them with the above-mentioned information to allow them to use the information to organise the ASMs and abstracts and registration for the ASMs.
- The TSANZ New Zealand Branch members' names and email addresses may be provided to a professional conference organiser based in New Zealand which will use information to organise the ASMs and promote them to the New Zealand based members.
- If you, as a member of TSANZ, join the European Respiratory Society (**ERS**) through TSANZ, your name, member ID, date of birth and email address may be provided to the ERS. In relation to the information provided to the ERS, we are subject to Europe's General Data Protection Regulation (**GDPR**). The TSANZ has a Memorandum of Understanding with ERS for institutional membership for TSANZ members. All other information provided by you directly to ERS will be subject to the ERS' privacy policy;
- If you, as a member of TSANZ, join the World Association for Bronchology and Interventional Pulmonology (**WABIP**), your name, email address and country may be provided to WABIP which is based in Japan. WABIP will use these details to create a WABIP profile for you and send out WABIP membership communications to you.
- In each case, our policy is to comply with applicable requirements for overseas disclosures and transfers of personal information, including (as applicable) Australian Privacy Principle 8 (Cross-border disclosure of personal information) under the Privacy Act and Information Privacy Principle 12 (Disclosure of personal information outside New Zealand) under the Privacy Act 2020 (New Zealand).
- Below is a list of regions and countries to which we may disclose personal information when performing our functions and activities. This list is not exhaustive as it may not include countries to which you have expressly instructed us or consented us to send your personal information.
 - EU countries
 - Australia
 - New Zealand
 - Japan
 - United States

HOW WE HANDLE AND SECURE PERSONAL INFORMATION:

The steps we take to secure and protect personal information include:

- safeguarding server security by using encryption, firewalls, anti-virus software and login and password protection;
- safeguarding physical security by securing office access, using lockable filing cabinets and adopting and implementing workplace policies relating to security of access and information;
- requiring our staff (permanent and temporary), directors, officers, and consultants to sign a confidentiality agreement that is kept on file at the TSANZ office;
- protecting credit card details of individuals who pay fees using online facilities via encryption;

- deleting any credit or bank information after it has been used to pay membership fees and other payments;
- only retaining credit card or bank information with explicit consent and storing it in a password protected electronic file; and
- regularly reviewing and updating our security systems, policies and processes.

Website use: While we strive to protect the information and privacy of website users, we cannot guarantee the security of information provided online and your disclosure of information over the internet is at your own risk. If you are concerned about sending information over the internet, you can provide that information by contacting us by telephone over the internet or post. You can help to protect your information by keeping your login details secret and ensuring that you log out of our website when you finish. In addition, if you become aware of any security breach, you must let us know as soon as possible.

HOW TO ACCESS AND CORRECT YOUR INFORMATION:

It is our policy to provide you with access to your personal information that we hold, subject to some exceptions permitted by law. We will also generally provide such access in the manner requested (e.g. by providing photocopies or allowing a file to be viewed), provided it is reasonable and practicable to do so.

As a TSANZ member, you can readily access and correct your own information, including changing communication preferences, by visiting the members' page on the TSANZ website. If you are not a member, you can contact the TSANZ office to access or correct any information that we hold about you. We may ask you for verification of identity before processing any access or correction requests, to ensure that information held is properly protected. If you correct personal information that we hold or if we are satisfied that the personal information held is inaccurate, out of date, incomplete, irrelevant or misleading, our policy is to take reasonable steps to correct that information.

If we correct personal information that has been previously disclosed to another agency or organisation that is subject to the Privacy Amendment (Enhancing Privacy Protection) Act 2012, we will take reasonable steps to notify that entity, unless this would be impracticable or unlawful to do so.

Timeframe for access and correction requests: Except in the case of more complicated requests, we will endeavour to respond to access and correction requests within 30 days.

What if we refuse the request for access or correction? If we refuse an access or correction request, or to give access in the manner requested, we will provide a written notice setting out:

- the reasons for refusal (except to the extent that it would be unreasonable to do so); and
- the available complaint mechanisms that you can adopt in response.

WHAT HAPPENS IF THERE IS A DATA BREACH:

If a data breach occurs where personal information held by us is lost or subjected to unauthorised access, use, modification, disclosure or other misuse, or if we have reasonable grounds to believe that this is the case, we will assess the incident promptly in accordance with applicable privacy laws.

- If the breach is an **eligible data breach** under Australian law, being a breach likely to result in serious harm to any affected individual, we will notify affected individuals and the Office of the Australian Information Commissioner in accordance with the Privacy Act 1988 (Cth).

- If the breach is a **notifiable privacy breach** under New Zealand law, being a privacy breach that has caused or is likely to cause serious harm, we will notify the New Zealand Privacy Commissioner and affected individuals as soon as practicable, unless an exception or permitted delay applies under the Privacy Act 2020 (New Zealand).
- Where notification is required, our notification may include our identity and contact details, a description of the breach, the kinds of information concerned, and recommended steps individuals should take in response.

Where we suspect that a notifiable breach may have occurred, we will take reasonable steps to investigate, contain and assess the incident without delay. Suspected data breaches must be assessed within 30 calendar days in accordance with the Privacy Act 1988. Where an eligible data breach is identified, notification must be made as soon as practicable. In New Zealand, if we become aware of a privacy breach that has caused or is likely to cause serious harm, we will notify the New Zealand Privacy Commissioner as soon as practicable after becoming aware of the notifiable breach, and generally within 72 hours in line with Privacy Commissioner guidance even if investigations are continuing. If, during the course of our assessment, it becomes clear that notification is required, we will notify affected individuals and the relevant regulator promptly.

THE ROLE OF OUR PRIVACY OFFICER:

TSANZ has appointed a Privacy Officer, currently the Chief Executive Officer, to oversee compliance with this policy

As Privacy Officer they are responsible for:

- takes reasonable steps to comply with privacy obligations;
- monitoring and reviewing compliance with this privacy policy, including periodic checks of records where appropriate
- acting as a resource for our staff, members, directors and officers who may have questions on how to ensure compliance to this privacy policy and Privacy Laws; and
- keeping this policy up to date and publishing it on the TSANZ website.

WHAT TO DO IF YOU HAVE CONCERNS:

If you have concerns about how we handle personal information, we recommend that, as a first step, you either:

- you talk to our Chief Executive Officer by telephoning +61 2 9170 2633
- submit comments or complaints to: TSANZoffice@thoracic.org.au (Marked: PRIVACY); or
- write to: The Privacy Officer, TSANZ, Suite 4, Level 1, 760 Pacific Highway, Chatswood, NSW, 2067.

Our Privacy Officer will investigate and will provide you with a response promptly. Information received through this process will also be used to review existing systems and processes within our organisation.

If our internal avenues to address your concerns have been exhausted without a satisfactory resolution, your privacy concerns can be taken to the Office of the Australian Information Commissioner (OAIC) at: <https://www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint>; or in the case of NZ based TSANZ members, the NZ Privacy Commissioner at: <https://www.privacy.org.nz/your-rights/how-to-complain/>

HOW WE DEAL WITH COMPLAINTS:

We will endeavour to acknowledge receipt of a privacy complaint within five business days of receiving it and to complete the investigation into the complaint in a timely manner. This may include gathering the facts, locating and reviewing relevant documents, and speaking to individuals.

In most cases, we expect that complaints will be investigated, and a response provided within 30 days of receipt of a privacy complaint. If the matter is more complex, an investigation may take longer, and we will contact the person who raised a complaint to inform them of when a response will be available.

Our response will set out:

- whether, in the Privacy Officer's view, there has been a breach of this privacy policy or any applicable Privacy Laws and
- what action, if any, we will take to rectify the situation.

FURTHER INFORMATION: Questions or comments about TSANZ's Privacy Policy may be directed to the TSANZ office:

by telephone +61 2 9170 2633, or

by email: TSANZoffice@thoracic.org.au,

by letter: The Thoracic Society of Australia & New Zealand Ltd, Suite 4, Level 1, 760 Pacific Highway, Chatswood, NSW, 2067, Australia.

Endorsed by TSANZ Board:

Authorised by: *Chief Executive Officer*

Reviewed: 3 June 2026

Next review date: 3 June 2029