

Disclaimer

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Privacy Policy

The Policy is critical to ensure we protect:

- The integrity and uninterrupted service of **ANZAPT's** information technology (IT) systems and data
- **ANZAPT's** IT hardware, such as laptops and mobile phones
- Intellectual property belonging to **ANZAPT**
- Personally identifiable information we hold, in compliance with privacy and data protection laws (Privacy Act 2020)

Data Collection & Use

We collect personal information from you, including information about your:

- name
- contact information (including email, address, and phone numbers)
- billing or purchase information

For members or applicants for membership, we collect additional personal information that may also include:

- academic qualifications
- demographic information
- employment information

- continuing professional development information
- special interests and information

We collect your personal information in order to:

- provide you with a wide range of services.
- administer, manage, and develop our services.
- comply with our legal or contractual obligations.

Besides specific staff, we share this information with some external organisations in order to deliver our services. These include:

- Outsourced service providers who provide us with services to support with the delivery of our services, such as email systems and information technology systems.
- Our professional advisors, including accountants and auditors.
- Government authorities, as required by law.
- Our insurance providers.

Responsibilities

We all have a responsibility to ensure our Information Technology systems and the data they hold are kept secure. You are responsible for the security of your laptop and/or mobile phone that holds data, including emails and communication on behalf of ANZAPT.

ANZAPT committee has ultimate responsibility for ensuring our systems are secure.

The ANZAPT Chairperson is responsible for:

- Maintaining this Policy
- Keeping the Board updated about IT, AI and Cyber security risks
- Reviewing all security procedures and related policies regularly
- Advising on potential cyber security risks for ANZAPT
- Checking and approving any contracts or agreements with third parties that may have access to our data or IT hardware, including AI systems.
- Ensuring all IT systems, services and hardware meets acceptable security standards
- Ensuring regular checks and scans are performed to ensure security hardware and software is functioning properly and systems are updated.
- Evaluating any third-party services we are considering using to store or process our data (such as cloud computing services or business intelligence software).
- Ensuring regular backups of our data are performed and a disaster recovery plan is in place.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at anzaptnz@gmail.com.

Monitoring and Review

The Policy will be reviewed every 12 months, or as required to ensure it remains relevant to our business and regulatory requirements.

Policy approved date: March 11 2025

Policy review date: March 11 2027