



## Privacy Policy

This policy describes the information handling practices of the International Federation for Emergency Medicine (IFEM). In performing its duties, IFEM collects, uses and stores personal information. IFEM is committed to safeguarding this personal information.

IFEM is an international association comprised of national emergency medicine organisations that are members of IFEM as defined by its Bylaws. IFEM represents a coordinating consortium of these organisations.

### **The Goals of IFEM are to:**

1. exchange information on topics of international interest;
2. provide a mechanism for international collaborative research;
3. provide a mechanism for international elective opportunities for trainees in emergency medicine programs;
4. provide an avenue for international sabbatical and exchange opportunities for practitioners in emergency medicine;
5. act as a forum for common problems and approaches to solving problems specific to emergency medicine;
6. offer advice and guidance to emergency medicine practitioners worldwide in the formation of national associations and training and certification programs;
7. provide a network system of centers to facilitate international cooperation in the event of national or manmade disasters;
8. organise an international conference on topics in emergency medicine, and
9. act as a resource in the development of emergency medical services.

IFEM has chosen to be treated as an organisation for the purposes of the Australian *Privacy Act* 1988 (Cth) and subject to the Australian Privacy Principles contained therein.

### 1. **Open and transparent management of personal information**

Includes obligation to have a privacy policy

### 2. **Anonymity and pseudonymity**

### 3. **Collection of solicited personal information**

Must not collect personal information unless the information is reasonably necessary for, or directly related to, one or more of the entity's functions or activities.

### 4. **Dealing with unsolicited information**

### 5. **Notification of the collection of personal information**

### 6. **Use or disclosure of personal information**

Must not use or disclose the information for another purpose (the secondary purpose) unless

- a. The individual has consented to the use or disclosure of the information  
or
- b. Certain exemptions apply eg. Secondary purpose is directly related to the primary purpose, court order

### 7. **Direct marketing**

Must not use or disclose the information for the purposes of direct marketing

### 8. **Cross-border disclosure of personal information**

### 9. **Adoption, use or disclosure of government related identifiers**

### 10. **Quality of personal information**

Must be accurate, up-to-date and complete

### 11. **Security of personal information**

must take reasonable steps to protect the information:

- a. From misuse, interference and loss; and
- b. From unauthorised access, modification or disclosure.

### 12. **Access to personal information**

On request, the entity must give an individual access to their personal information.

### 13. **Correction of personal information**

Provide an avenue for correction and complaints.

### **Personal information:**

Means information or opinion about an identified individual who is reasonably identifiable:

Personal information IFEM may collect, includes: names, e-mail addresses, personal addresses, dates of birth, images.

**Data will be held subject to the following:**

- processed only for clearly defined and legitimate purposes
- accurate, adequate, relevant and not excessive
- processed fairly and lawfully and in a secure manner
- processed in a transparent manner by informing the individuals concerned and respecting rights
- not kept for any longer than necessary
- processed and documented in a way that can demonstrate compliance with the data protection rules
- corrected if inaccurate or incomplete

**What are your rights?**

- To be informed about how your personal information is being used;
- Access your personal information
- To correct your personal information if it is inaccurate or incomplete
- To delete your personal information (the right to be forgotten)
- To restrict processing of your personal information

How will the personal information be used by IFEM?

Database (CRM), dissemination of relevant information including newsletters, IFEM activities, events, ongoing communications and operations of IFEM entities, including its Board, Assembly, Committees, Special Interest Groups and Taskforces members.

**Consent:**

Prior to providing personal information, unambiguous, explicit consent must be given for the collection, use or disclosure of that information.

We will use personal information only for the purposes for which it was collected. We will use information for a secondary purpose only if you have consented or if you would reasonably expect us to do so or as required by

law. IFEM is committed to complying with the provisions of the *Privacy Act 1988* (Cth) (and the Australian Privacy Principles contained therein) and the EU General Data Protection Regulations (GDPR) as applying to all personal information collected.

### **Steps taken to protect your personal information**

All reasonable steps will be taken to secure your data, including:

- restriction of access to data only to those individuals who need access to carry out IFEM's business activities, eg. staff, IT support, Board members, volunteers.
- Regular updates to IT security systems to protect our systems from malicious activity
- Training and ensuring that all staff, as a condition of employment, treat personal information held by us, as confidential.
- Password protected CRM.

### **Access and correction of personal data held by IFEM**

You have the rights to access any of your personal information held by us unless there is a lawful reason to withhold that information. IFEM will take all necessary steps to ensure that the information it holds is accurate, up to date and complete. Should your details change, please advise [admin@ifem.cc](mailto:admin@ifem.cc) in order that our records can be updated.

### **Privacy Officer:**

If you have a complaint about the manner in which your personal information is being handled or wish for it to be corrected, please contact the IFEM Privacy Officer at [admin@ifem.cc](mailto:admin@ifem.cc)