

Privacy Policy

Sleep Disorders Australia (SDA) collects and administers a range of personal information for the purposes of providing its services to you. SDA is committed to protecting the privacy of personal information it collects, holds and administers.

SDA recognises the essential right of individuals to have their information administered in ways which they would reasonably expect. This Privacy Policy is reflected in and supported by our core values and philosophies, and is compliant with the Privacy Act 1988 (Cth).

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.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: names, addresses, email addresses, and phone numbers.

This personal information is obtained in a number of ways including via correspondence by telephone and by email, via our website www.sleepoz.com.au including our membership application and news subscription.

We collect your personal information for the primary purpose of providing our services to you. 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 news subscription at any time by clicking on the 'unsubscribe' button on the email you receive.

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.

Disclosure of Personal Information

Your personal information may be disclosed in 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

The security of your personal information is important to us. It is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. However, keep in mind that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

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 5 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.

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.

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:

Sleep Disorders Australia
admin@sleepoz.org.au