

Australian Association of Social Workers

Privacy Policy

POL 1005 22 June 2020



AASW

Australian Association
of Social Workers

Table of Contents

<i>Protecting your privacy</i>	3
1. Personal Information	3
2. How we collect personal information	3
3. How we use your personal information	4
4. When we disclose your personal information	4
5. Accuracy of personal information	5
6. Access to personal information	5
7. Obtaining our Privacy Policy	5
8. How to contact the AASW	5
9. Policy Status	6

Protecting your privacy

The Australian Association of Social Workers (AASW) is committed to protecting the privacy of personal information, held or collected by the association in accordance with the Australian Privacy Principles (APPs) which came into effect 12 March 2014, and updated from time to time.

1. Personal Information

Personal information held by the AASW may include:

- Your name
- Contact details (including **email** and **mailing address** and **phone numbers**)
- Your date of birth
- Bank account details

For members or applicants for membership, the personal information held by AASW may also include:

- Academic qualifications
- Demographic information
- Employment information
- Cultural heritage
- Continuing professional development information
- Special interests, information and outcomes, including disciplinary action (if applicable) relating to professional misconduct matters
- Requests for special consideration in relation to membership and/or professional development requirements, which may involve information concerning your financial details or health.

2. How we collect personal information

The AASW collects personal information directly from members via:

- Correspondence and phone calls
- Conference and other event registration forms
- Order forms for AASW products
- Applications for assessment of overseas qualifications
- Applications for the use of Trade Marks or credentials
- Applications to be included in the “Find a Social Worker” directory
- Information relating to professional misconduct complaints (if applicable)

The AASW collects personal information from members and applicants for membership via:

- Membership application form
- Application for assessment of international social work qualifications
- Applications for assessment for the use of Trade Marks or credentials
- Sign up to newsletters and publications

- Responses to calls for nominations
- Applications for membership of member groups
- Ethics and Practice Standards Consultation Service

The AASW may also seek personal information from publicly available sources, such as directories, or educational institutions, registration boards or employers, for the purpose of verifying information provided to the AASW.

3. How we use your personal information

Your personal information may be used in order to:

- Provide you with a large range of services
- Administer, manage and develop our services.
- Comply with our statutory, legislative, legal or contractual obligations

4. When we disclose your personal information

As stated the AASW has policies and systems to protect the privacy of members, however, for the purposes outlined above, we may at times disclose your personal information to external organisations. These organisations, all based in Australia, include:

- Outsourced service providers who assist us in the delivery of some of the services you receive, by providing functions such as:
 - Mailing systems
 - Information technology services
 - Event management
- Our professional advisors, including auditors
- Government authorities, as required or authorised by law
- Providers of insurance products offered by the AASW

Information disclosed to external organisations as described above occurs on a limited basis and, other than when provided as required by law, is provided with the agreement from those service providers that they will maintain security of that information and not use the personal information for any other purpose.

In addition, for AASW members:

- In accordance with our requirements under the Corporations Act members may request a copy of our Register of Members. In this situation only member names and postal addresses are made available.
- Eligible members who register to use AASW Collective Trade Marks enter the *Licensing Agreement and Conditions of Use of the AASW Collective Trade Marks* agreeing to their name being placed on a public register of trade mark users which will be accessible on the AASW website.
- Members who create an AASW Advanced Search Directory listing agree to personal information being available to the public via the “Find a Social Worker” directory on the AASW website.

- Members who create a Locum Profile listing agree to nominated personal information being available to the public via the “Search for Locums” directory on the AASW Horizon Career Centre website.
- In response to a request from an international social worker body, the AASW may disclose information held about your qualifications, activities as a social worker and other matters relevant to the request.
- Members who are determined through our Ethics Complaint Management Process to be ineligible for membership following a substantiated complaint of serious ethical misconduct may have their name published on the AASW website.
- Members who are determined through our Ethics Complaint Management Process to be ineligible for membership under the termination and suspension of membership clauses of the AASW Constitution may have their name published on the AASW website.

5. Accuracy of personal information

The AASW strives to keep accurate records of the personal information we collect. Accuracy depends on the information provided to the association. Members can update their personal details in the member only area “Member Centre – Update My Details” section of the website. Any non-members who wish to query the accuracy of personal information held about them may contact the Membership Officer as set out below.

6. Access to personal information

You have a right to access your personal information held by the AASW, subject to the exceptions listed in “*Australian Privacy Principle 12 – access to personal information*”. If you would like to do so please contact the Membership Officer as set out below. Your request must be in writing for security and administrative purposes.

If requested, the AASW will provide a summary of the personal information that we hold rather than copies of any individual documents. In the event that the AASW agrees to a request for copies of individual documents, a fee for provision of documents via post applies and is payable prior to delivery.

7. Obtaining our Privacy Policy

You may print a copy of the Privacy Policy for your personal use.

8. How to contact the AASW

If you have a complaint or any questions in relation to the privacy of your personal information, please call the AASW Monday to Friday between 9:00am and 5:00pm EST on +61 (03) 9320 1000.

Alternatively, you can write to the Membership Officer, Australian Association of Social Workers, PO Box 2008, Royal Melbourne Hospital VIC 3050, or email: membership@asw.asn.au.

9. Policy Status

Policy Number:	P: POL1005	Version:	V2.1
Prepared by:	Nathan Watts	Approved by CEO on:	22 June 2019
Authorising Manager:	Nathan Watts	Scheduled review date:	30 June 2021

Effective date: 03.06.2020

Document Owner: Education and Training Manager

Version	Date	Description	Author
1.0	03.06.2020	Changes to CPD hours, learning plan no longer mandatory, new format and language	CPD Program Manager

Review period: annual (12months) or as required

Next review date: June 2021

June 2020

© Australian Association of Social Workers

Level 7, 14-20 Blackwood Street
North Melbourne, VIC 3050

PO Box 2008
Royal Melbourne Hospital

T (03) 9320 1000

www.aasw.asn.au

ACN 008 576 010
ABN 93 008 576 010



Enquiries regarding this policy can be directed to:

Chief Executive Officer

P: 03 9320 1022

