

## INTRODUCTION

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The Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW) is committed to safeguarding your privacy online. ACCMLSW has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices which apply to all transactions made through [www.accmlsw.org.au](http://www.accmlsw.org.au).

## WHO WE ARE?

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The ACCMLSW data controller is the Registrar. You may contact them with any concerns regarding this privacy statement or your personal data by e-mail at [office@accmlsw.org.au](mailto:office@accmlsw.org.au)

## WHAT INFORMATION DO WE COLLECT?

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ACCMLSW does not collect personally identifiable information about individuals except when such individuals specifically provide such information on a voluntary basis. For example, such personally identifiable information may be gathered from the registration process for certification. Sensitive financial information such as bank details are not stored in our database and transactions are processed through electronic funds transfer between financial institutions.

## HOW DO WE USE PERSONAL INFORMATION?

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The personal information you supply to us is used for certification account setup and administration. You may choose to have your name, employer, and certification status appear on the public register of certified medical laboratory practitioners and have the right to withdraw consent at any time by contacting the Registrar at [office@accmlsw.org.au](mailto:office@accmlsw.org.au).

We have established the public register to comply with the requirements of National Alliance of Self Regulating Health Professions (NASRHP), which ACCMLSW may apply to join in the future.

## WHAT LEGAL BASIS DO WE HAVE FOR PROCESSING YOUR PERSONAL DATA?

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ACCMLSW holds and processes your personal data with your consent. You may withdraw your consent at any time by contacting the Registrar at [office@accmlsw.org.au](mailto:office@accmlsw.org.au) and we will use commercially reasonable efforts to functionally delete the user and his or her personal information from the database.

## WHEN DO WE SHARE PERSONAL DATA?

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Personally identifiable information on individual users will not be sold or otherwise transferred to third parties without the approval of the user at the time of collection.

## WHERE DO WE STORE AND PROCESS PERSONAL DATA?

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Personal data collected by ACCMLSW is held within our cloud based membership database supplied and maintained by **Wild Apricot Inc**. No personal details are stored on ACCMLSW computers or cloud storage drives.

## HOW DO WE SECURE PERSONAL DATA?

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Access to the database containing personal information is restricted to ACCMLSW secretariat staff with direct responsibility for customer service or management of the website. Access is password protected and subject to audit trail and all staff are trained in their responsibilities under this privacy policy.

## HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

Your personal data is retained by ACCMLSW for up to two years from the date of your most recent contact. At the end of this time period ACCMLSW will use commercially reasonable efforts to functionally delete the user and his or her personal information from the database.

## YOUR RIGHTS IN RELATION TO PERSONAL DATA

We respect your right to access and control your personal data. Users can update their personal details through the Members Centre.

Where requested we will use reasonable efforts to allow users to update/correct personal information previously submitted which the user states is erroneous to the extent such activities will not compromise privacy or security interests.

## HOW TO CONTACT US?

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact :

**ACCMLSW Office**  
**Unit 5, 85 Bourke Road, Alexandria NSW 2015**  
**Telephone: 02 8046 9797**

Email: [office@accmlsw.org.au](mailto:office@accmlsw.org.au)