

1. OMNI ANAESTHESIA PRIVACY POLICY

May 2019

OMNI Anaesthesia Education Privacy Policy

Perioperative Nurse Education Services Pty Ltd trading as **OMNI Anaesthesia** or **OMNI Anaesthesia Education** (ABN: 619 725 478) is an Australian proprietary private company registered in Queensland, Australia. OMNI Anaesthesia and **OMNI Anaesthesia Education** may be referred to as either **OMNI Anaesthesia** or **OMNI Anaesthesia Education** as well as 'we' or 'us' or 'our' from this point. This privacy policy outlines information for 'you' meaning any party (including but not limited to: members, suppliers, participants, registrants, customers, partners, affiliates and visitors) that accesses and uses our educational events, our website namely <https://www.omnianaesthesia.com> or access/use any of our learning events or products associated with **OMNI Anaesthesia** and/or **OMNI Anaesthesia Education**.

We are committed to protecting your privacy. **OMNI Anaesthesia Education** privacy policy outlines the legislation and principles surrounding information that **OMNI Anaesthesia** or **OMNI Anaesthesia Education** collect, manage, store and hold including how and why we collect this information and how we may use and disclose this information. This policy outlines how you can contact us regarding questions and concerns about information. This privacy policy may change from time to time to reflect legislation or otherwise. Any changes will be notified and circulated and published to the website.

OMNI Anaesthesia or **OMNI Anaesthesia Education** provides continuing professional education to medical and non-medical personnel, in an online environment and face-to-face environment and as such information is collected, stored, used and disclosed in an appropriate manner that complies with all relevant legislation and obligations. All employees involved with us understand their role and responsibilities with regards to personal information and organisational information through a comprehensive induction process.

How OMNI Anaesthesia Education Protects Your Privacy

OMNI Anaesthesia or **OMNI Anaesthesia Education** is bound by the Australian Privacy Principles contained in the *Privacy Act 1988 (Commonwealth)*. The Australian Privacy principles are designed to protect the confidentiality of information and privacy of individuals. These principles outline and regulate the way personal information is collected, used, disclosed and managed by us. Information on the Australian Privacy Principles can be found by accessing www.oaic.gov.au.

OMNI Anaesthesia or **OMNI Anaesthesia Education** are committed to ensuring and protecting the privacy and confidentiality of all the information that is collected from you when accessing, visiting or using **OMNI Anaesthesia Education** website and attending any events conducted by **OMNI Anaesthesia** or **OMNI Anaesthesia Education** and any part of **OMNI Anaesthesia** or **OMNI Anaesthesia Education** website. We take the privacy and security of all information provided to us seriously and will only use information as specified and outlined in this privacy policy. We comply with applicable Commonwealth, State and Territory privacy law.

By accessing and using **OMNI Anaesthesia** or **OMNI Anaesthesia Education** website and related services and submitting your personal information, you agree to us collecting, storing, holding, using and disclosing your personal information in line with this privacy policy.

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OMNI Anaesthesia Privacy Statement

OMNI Anaesthesia or **OMNI Anaesthesia Education** is an Australian continuing professional education service delivering continuing professional education to medical and non-medical personnel. We may need to maintain memberships for those who access and utilise our services and online education and training. We are a continuing professional education service and therefore generally use, store and require personal information for education and learning purposes. We are committed to protecting the privacy and confidentiality of all the information we collect from you.

OMNI Anaesthesia and Personal Information

Personal information is generally information or an opinion relating to an individual or reasonably identified individual. This information is provided by the individual. We will ensure that every individual providing personal information is informed about and understands the purpose for which the information is collected and under what circumstances the personal information will be used, stored and disclosed to another party. We will ensure that the personal information collected will be used for the purposes specifically outlined and related directly to the functions or activities by us. These functions and activities may include but are not limited to: enquiries about education, training, workshops, courses, online learning, webinars and other educational services, education events, products online education, administrative activities and management, continuing professional development related activities including log books and complaint handling.

We may collect the following types of information:

- name;
- contact details including your email address;
- mailing or street address;
- phone number;
- credit card information;
- professional information that may include designation, registration status, endorsements, current employer, demographic information including age;
- visual photo as profile picture; preferences, opinions and suggestions; information provided through surveys, questions, quizzes;
- details of services we have provided you or may have enquired about and our response;
- assessment data from any courses, learning that you submit as part of a course, lesson or online learning, log information that you submit as part of online learning; and
- additional personal information that you provide to us directly or indirectly through your use of **OMNI Anaesthesia** or **OMNI Anaesthesia Education**, associated **OMNI Anaesthesia** or **OMNI Anaesthesia Education** social media platforms or accounts from which you permit us to collect information; and any other information requested by us and/or provided by you.

We may collect these types of personal information either directly from you, or third parties. We may collect this information when you: register at our educational events, on our website or via associated smartphone apps; communication with us through correspondence, chats, email, or when you share information with us from other social applications, services or websites; interact with our sites, services and content and advertising; or invest in our business or enquire as to a potential involvement with our business.

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In addition, when you apply for a job or position with us we may collect information from you (including your name, contact details, working history and relevant record checks) from any recruitment consultant, your previous employers and others who may be able to provide information to us to assist in our decision on whether or not to make you an offer of employment or engage you under a contract.

OMNI Anaesthesia and Other Information

OMNI Anaesthesia or OMNI Anaesthesia Education will only use or disclose personal information for direct marketing purposes where the individual has either consented to their personal information being used for direct marketing or has a reasonable expectation that their personal information will be used for this purpose, and all conditions relating to 'opt-out' mechanisms are met. We may use or disclose personal information for direct marketing purposes if certain conditions are met with the understanding we will always disclose this to interested parties who have provided OMNI Anaesthesia with information/data and seek their written approval before using their personal information for marketing purposes. We will only disclose personal information for purposes to which you have consented and in other circumstances authorised pursuant to the Privacy Act 1988 and other legislative requirements.

OMNI Anaesthesia and Third Parties

From time to time there may be personally non-identifiable information and information collected from third parties that could include: IP address; cookies and other information; log files; domain names; browser session and geo-location data, device and network information, statistics on page views and sessions, acquisition sources, search queries and browsing behaviour that may assist us to better serve your needs. Cookies are small files that store information on your computer, TV, mobile phone or other device. They enable the entity that put the cookie on your device to recognise you across different websites, services, devices and/or browsing sessions. You can disable cookies through your internet browser but our websites may not work as intended for you if you do so.

Some information collected may be 'sensitive' which may include information on race, ethnicity, membership of a professional or trade association or membership of a trade union that is also personal information, among other things. We may only use, store, hold and disclose your sensitive information for the primary purpose it was intended or collected. We will hold this sensitive information and will only disclose for a reasonably expected secondary purpose (directly related to the primary purpose) and for purposes to which you have consented and in other circumstances authorised pursuant to the Privacy Act.

We may disclose personal information outside of Australia to our providers of webinars and subscription based providers of ongoing education products. We will, however, take reasonable steps to ensure that any overseas recipient will deal with such personal information in a way that is consistent with the Australian Privacy Principles.

OMNI Anaesthesia Education website may contain links to websites operated by third parties. Those links are provided for convenience and may not remain current or be maintained. Unless expressly stated otherwise, we are not responsible for the privacy practices of, or any content on, those linked websites, and have no control over or rights in those linked websites. The privacy policies that apply to those other websites may differ substantially from our Privacy Policy, so we encourage individuals to read them before using those websites.

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Security, Storage and Handling of Personal Information

All reasonable steps are taken by us to protect personal information collected from misuse or loss, such as computer password access and access restrictions, adequate computer system virus protections and fire wall, and electronic back-up personal information records. When the personal information that we collect is no longer required, it will be destroyed or deleted in a secure manner.

We take all necessary and reasonable steps to ensure that personal information is accurate, complete, up-to-date and secure in a specified database. We may store personal information in both hard copy and on computer. The storage, use and where necessary, transfer of personal information will be undertaken in a secure manner that protects interested party privacy. Hard copy information will be kept under lock and key control. Information stored on computer is password protected. Passwords are stored in a confidential and secure manner and accessed by those authorised by us for the purposes as outlined by us.

Expired individuals and/or member's personal information will be stored for a maximum of five years on a **OMNI Anaesthesia** or **OMNI Anaesthesia Education** 'expired members' database unless otherwise indicated by the member. After this time, your personal information will be deleted. Once your personal information is deleted, it is removed from all databases and storage files used by us.

OMNI Anaesthesia Communication Process

From time to time we may send out email messages alerting you to products and services available, including any new services, procedures, policies and any changes to our services and products. Promotional and marketing material from us may also be provided. We contact you through the preferred method indicated with your personal information. You may also receive communication from us: a) if you contact us for a specific purpose or reason; b) should we need to contact you for administrative purposes which may include winning contests, needs assessments, participating in online surveys and conducting research for which you have agreed to. We use email as the preferred method and medium for communication and as such when you sign-up, subscribe or become a member of **OMNI Anaesthesia** or **OMNI Anaesthesia Education**, you agree to communication via this method and medium. Your email will be kept on a database which we use for email lists. Your personal email information will be handled as per this policy. Should you wish not to receive promotional emails that are distributed by us, there is an unsubscribe function located at the bottom of our email. You can also contact us by accessing the information at the bottom of the email and our website.

OMNI Anaesthesia Privacy Complaints

If there is dissatisfaction with the conduct of **OMNI Anaesthesia** or **OMNI Anaesthesia Education** regarding privacy and confidentiality of information, the matter should be raised directly with us in accordance with the Compliments, Complaints and Feedback Policy. Information about making a complaint will be made available to interested parties who have provided us with information/data.

Individuals or other interested parties should feel free to discuss any concerns, questions or complaints about issues related to the privacy of personal information with us via email info@omnianaesthesia.com. We are committed to improving services and welcome any comments or complaints that interested parties who have provided information/data may wish to offer in relation to the services we provide. All feedback and comments

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assist us to identify areas of excellence or the need for improvement. We recognise the importance of feedback and comments and will respond to personal concerns quickly and in accordance with the **OMNI Anaesthesia** or **OMNI Anaesthesia Education** Complaints Procedure to keep individuals informed of actions and progress.

Complaints or queries with respect to PO.1 Privacy Policy or any other matters related to privacy and confidentiality may be undertaken in writing by email to info@omnianaesthesia.com.

Consent and Choice

Providing **OMNI Anaesthesia** or **OMNI Anaesthesia Education** with your personal information is optional to you. You may choose not to provide us with personal information including e-mail contacts, although you may not be able to utilise all aspects of the **OMNI Anaesthesia** website including the online learning management system. Your personal information is maintained by you and should you continue to use our services and products, this information will need to be updated by you. If we do not hear from you, we shall assume the personal information you provided is accurate and up-to-date and that you consent to the collection, use and disclosure of the personal information you provide to us for the purposes provide in this policy.

You can update your personal information in a few ways. If have signed up as a member and have a username and password, you can access your information within your account. You can also contact us at info@omnianaesthesia.com and advise of relevant changes. If you believe that any information we hold about you is inaccurate, out-of-date, irrelevant or incorrect, contact us at info@omnianaesthesia.com. We rely on you informing us about changes to personal information. We will respond in a reasonable timeframe and will endeavour to correct any changes.

Reference documents

[Privacy Act 1988](#)

[Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#)

[Privacy Amendment \(Private Sector\) Act 2000](#)

[Information Privacy Act- Queensland 2009](#)

External Reference Document

[Australian Government- Privacy for Individuals](#)

Related Documents:

OMNI Anaesthesia Education Terms and Conditions of Use- OMNI Anaesthesia Education Website.

OMNI Anaesthesia Terms and Conditions – OMNI Anaesthesia Educational Events

Version Control and Development:

This document is titled OMNI Anaesthesia Privacy Policy and is version number 1 developed in May 2019 by OMNI Anaesthesia in accordance with the legislative policies regarding privacy and information. This document will be reviewed as legislation changes and/or so requires. This document was reviewed by external parties to OMNI Anaesthesia.