

Vaccinations Onsite Privacy Policy

Vaccinations Onsite (ABN 613 123 49096) [“the Company”] is committed to ensuring that the privacy of any and all individuals with whom it deals during the normal course of its business operations is protected under the terms of both the Privacy Act 1988 (Cwth) [“Privacy Act”] and the National Privacy Principles

The Company’s policy sets out details hereunder of the personal information it collects and the manner in which this information is used, secured and generally handled to ensure compliance with the Privacy Act.

For any other specific information in relation to this policy or should you have any queries in relation to this policy, please contact the Company’s Privacy Officer at info@vaccinationsonsite.com.au Other contact details appear at section 8 of this policy

1. What kind of personal information does the Company collect?

Personal information is only collected by the company from clients, contractors, professional associates and other individuals to further its business purposes.

There are certain specific categories of personal information collected which is tied to the Company meeting specific business objectives, as follows:

(i) names, business contact details and dealings with suppliers and potential suppliers to the Company and which may be relevant to any specific existing or proposed contractual requirements;

(ii) contact details and professional details of health and allied professionals and customers and the nature of their dealings with the Company;

(iii) contact details and medical questions of the Company’s clients and in particular, any health information that may be provided to the Company by a client or prospective client to assist the Company in making an informed decision about the administration of its services and products;

(iv) information about the Company’s employees and any applicant for employment which is directly relevant to their employment;

(v) identifying details of visitors to the Company’s web-site who may register for the provision of the Company services or products.

Typically, the range of information covered by the above listings includes names, gender and contact information including: date of births, telephone numbers, residential addresses and e-mail addresses. Where contracts are involved then the key contractual terms relevant to that customer, supplier or business associate are also collected.

Most of the information collected by the Company is sourced directly from individuals during its normal business dealings and mainly through its online booking system. The personal information collected is also provided in Company forms completed by individuals, in face to face meetings, per email messages, and through telephone conversations. If an individual contacts the Company, we may keep a record of that contact.

From time to time we augment the Company's client/user database with legally obtained information from third parties. Some of this information may be personally identifiable and this policy equally applies to that type of information.

2. How does the Company maintain the security of personal information?

Depending on the business purpose for which the Company has collected personal information, the information will be stored electronically in its server. Some or all of this personal information may be available to authorised staff of the Company for its own internal purposes only, in accordance with this policy.

You consent to the Company having an unrestricted right to use and store such information on the company's internal computer systems. However, the Company will take all reasonable technical and organizational precautions to prevent loss, misuse, and unauthorized access and modifications of personal information that it collects.

The Company at all times will keep this information accurate and up to date. The Company on receipt of notice of any inaccurate personal details they will take reasonable steps to correct information. The Company will need to identify the individual to their satisfaction prior to amendment.

The Company also imposes similar "security" obligations on its sub-contractors

3. For what purposes does the Company use personal information?

There are a number of purposes to be fulfilled in collecting personal information about individuals, which can be matched with one or more of the categories of information listed in section 1 above. For example:

- (i) to administer the Company's dealings and future contracts with suppliers of products and services;
- (ii) to provide our services and undertake marketing activities related to promoting those services with special reference to the development and implementation of disease awareness programmes;

(iii) to respond to an individual's request for information about the Company and its services;

(iv) to maintain contact with clients and offer them continuing service opportunities;

(v) to ensure that the Company meets its management and reporting obligations under the relevant statutes and for general administrative purposes, such as invoicing and account management;

(vi) to meet its obligations as an employer and for general recruitment purposes; and

(vii) to meet all other purposes related to maintaining the viability of the Company's business.

The Company may use personal information about clients to market its services, including by email. However, individuals always have the opportunity to elect not to receive further marketing information from us by emailing us at info@vaccinationsonsite.com.au. Please allow 28 days for your request to be processed.

If the Company collects or use personal information in ways other than as stated in this policy, we will ensure we do so pursuant to the requirements of the Privacy Act.

4. When and on what basis may the Company disclose personal information?

The company has control and responsibility for all personal information it collects and as a general rule does not disclose personal information to any third parties EXCEPT:

- to regulatory bodies as required by law;
- where required by an enforcement body acting under law;
- where use or disclosure is permitted by this policy or the Privacy Act;
- to ensure you have the continuity of a product or service which you have requested;
- to protect the rights, property or personal safety of any member of the public, a customer of the Company or the Company's interests and especially where the Company may be involved in any legal proceedings or prospective proceedings in order that the Company may defend its rights;
- where some or all of the assets or operations of the Company are or may be transferred to another party as part of the sale of some or all of the Company's business; or
- you give your written consent.
- to help maximise the quality and efficiency of its services and its business operations it may pass on such information to an outside third party for review, but in doing so the Company will **limit** disclosures to its own independent contractors and consultants, website hosts, electronic database managers, and event managers... The Company requires all these service providers to adhere to the Company's privacy guidelines and not to keep this information or use it for any unauthorised purposes.
- to the carer of an individual where the disclosure of information is necessary to provide appropriate care and treatment.

The Company may share with other third parties non-personal, de-identified and aggregated information for research or promotional purposes.

5. What are the privacy obligations relating to the Company's web site(s)

This policy also applies to any personal information we may collect via the Company's website.

In order to properly manage the website, certain statistics about the users of the sites may be logged, for example: the users' domains and browser types. None of this information specifically identifies an individual and it is used solely to ensure that the website presents the best possible navigational experience for visitors.

The Company's website is its primary means of promotion and exposure and as such it is important to the Company to ensure your experience fully informative. Thus, we provide a number of links to websites operated by third parties. The Company is not responsible for the privacy practices or policies of those sites. We encourage you to review each website's privacy policy, especially if you intend to disclose any personal information via that site. A link to another non-Company website is not an express or implied endorsement, promotion or warranty of the products or services offered by, or accessible through, that site or advertised on that site.

"Cookies"

The Company may place a cookie in your computer's browser. "Cookies" are small text files which provide the Company with information about how often someone may visit the Company's web-site. "Cookies" do not of themselves contain any personally identifiable information but if you provide such information to the Company by registering on-line it may be linked to the data stored in the "cookie"

6. How can an individual access his/her information?

The Company will readily provide access to personal information upon request by an individual, except in the limited circumstances prescribed in section 6 of the *National Privacy Principles (Access and Corrections)* in which it is permitted for the Company to withhold this information (for example where granting access would infringe another person's privacy or be unlawful).

When a request to access personal information is submitted to the Company, an acceptable form of identification (such as a driver's licence or passport) must be produced in order that

the Company can verify that you are the person to whom the information relates. In some cases we may also request an administrative fee to cover the cost of access.

7. Do you have comments, complaints or corrections?

If you believe that information the Company holds about you is incorrect or out of date, or if you have concerns about how we are handling your personal information or you do not wish any particular information to be used for a particular purpose or you simply require more information about the Company's information processes, please contact us (see below) and we will try to resolve those concerns for you.

If you wish to have your personal information deleted, please let us know and we will take reasonable steps to delete it (unless we need to keep it for legal or auditing purposes).

8. To whom should you direct your Enquiries?

If Vaccinations Onsite becomes aware of any ongoing concerns or problems concerning our privacy practices, we will take these issues seriously and work to address these concerns.

Please contact the Administration Officer at the Company at:

- Email: info@vaccinationsonsite.com.au.
- Address; Level 13, 200 Queen Street Melbourne Vic 3000.....
- Telephone (03)8648 6550.....

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