

# ACATA PRIVACY POLICY 2005

The Australian Creative Arts Therapy Association Inc (ACATA) is committed to protecting information that has been voluntarily disclosed by our member's and patrons. We comply to a code of conduct which incorporates privacy principles that ensure the protection of your personal information and how we apply them in practice. These principles are in accordance with Australian privacy laws including the Victorian Privacy and Personal Information Protection Act 1988, Information Privacy Act 2000 and Health Records Act 2001.

## The Australian Creative Arts Therapy Association

The Australian Creative Arts Therapy Association Inc (ACATA) is the peak body for Creative Arts Therapists in Australia. ACATA is dedicated to best serving the Creative Arts Therapy community in Australia and provides a range of services for members including: professional networking, peer support, communication through our website and publications, professional representation, professional standards, professional development, promotion and advocacy, professional directory and referral service and professional development opportunities.

## Your Personal Information

Personal and sensitive information that is collected and held in a secure manner by ACATA may include:

- Your full name and title
- Full contact details (including residential and postal address: contact numbers, residential, business, mobile, fax and email address)
- Date of Birth
- Academic and professional qualifications, work and supervision history
- Insurance and credit card details
- Personal opinions and comments on matters held on record
- Other documentary information

## The Collection of Personal Information

The ACATA collects sensitive information directly from you via:

- Your membership application form
- Your correspondence: mail, emails and phone calls
- Conference and workshop registrations
- And applications to be included on the ACATA Registry and Referral Directory
- And ACATA Media Referral database.

ACATA collects and utilizes information relevant to the professional conduct and administration which includes:

- A national and international register of professional creative arts therapists
- liaising with governmental and non-governmental bodies
- ethical complaint procedures
- Conducting conferences, workshops, community focused education and advocacy.

Supplementary personal information will only be collected with consent of the individuals involved and in accordance to the Act to ensure a greater standard of service to members and community as a whole.

## How We Use Your Personal Information

Your personal information may be used in order to:

Provide members with a range of services, support and facilities.

Administer, maintain and develop the various professional services.

Maintain accountability as an association and to our members

## **The Disclosure of Information**

ACATA may at times disclose your personal information to organizations external to ACATA. These organizations may include:

Outsourced service providers who assist us in the delivery of some of the services you receive: i.e. mailing systems, information technology services, conference organizing, our professional advisors including accountants and government authorities as required or authorized by law.

Relevant for ACATA members,

Your professional contact details as provided by you will be accessed to the public upon request. Professional, Honorary and Associate Members of ACATA who are on the Registry and Referral Directory, your name, title, contact phone number and area of practice will be listed and available upon public request.

ACATA undertakes to not disclose any personal or sensitive information to a third party without knowledge and/or written consent of the individual concerned.

In an occurrence of a formal complaint against a member pertaining to practice, conduct, competency or infringement of the law, ACATA may be obliged to disclose personal information to a third party in accordance with the ACT.

## **Accuracy and Correction of Personal Information**

ACATA is proficient in keeping accurate documentation of the personal information collected. Accuracy is reliant on the information individuals provide and is updated upon receipt of a member's request for any changes or errors to be corrected.

## **Access to Personal Information**

Members have the right to access their personal information held by ACATA subject to the exceptions listed in the National Privacy Principle 6. The request for access to personal information must be put in writing and will be processed in compliance with the ACT.

## **Security**

The collection, process, storage, transfer and use of personal or sensitive information are undertaken in a secure and ethically binding manner that ensures protection and confidentiality. On the termination of membership with ACATA, the personal information will be held securely as long as it deemed necessary and will be permanently disposed of in the manner specified by the Act.

## **Anonymity**

ACATA will provide the option for anonymity where lawfully permitted.

## **How to make a complaint of breach of Privacy**

ACATA undertakes due process to prevent breaches of privacy. However, individuals who have a complaint are invited to contact the ACATA secretary to express their grievance and will be presented and processed by the ACATA Committee.

## **How to contact ACATA**

Please note that this document is only a brief summary of the Act and based on the requirements for informing the public detailed in the ACT. Further information or inquiries may be directed to the Secretary of ACATA.

Secretary of ACATA  
Australian Creative Arts Therapy Association  
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Telephone Enquiries: 03 9513 0852  
Email: [acatainc@hotmail.com](mailto:acatainc@hotmail.com)