

Personal Information Privacy Policy

PURPOSE & OVERVIEW

The **D3 Group for developmental dental defects** (D3G) is based in Melbourne, Australia. Australian law ([Privacy Act 1988](#)) requires D3G to have a privacy policy for personal information. This Personal Information Privacy Policy (PIP Policy) sets out how D3G will handle any personal information we collect. It describes what types of information we hold, why we do so, how we will keep the information secure, how we won't disclose personal information without your permission, how to access and correct your personal information, and how to make a privacy complaint. Any personal information collected by D3G, whether from an external source or a D3G worker, will be handled in accordance with this PIP Policy.

WHAT KINDS OF PERSONAL INFORMATION DO WE COLLECT?

Your personal information will only be collected as necessary for a particular function or activity, or to enable D3G to carry out its work and deliver services to our members and the community.

Personal information is generally defined as information or an opinion about an identified individual, or an individual who is reasonably identifiable. The personal information we may collect from you includes:

- Contact details including your name, address, email address and telephone numbers
- Profession/occupation
- Company/healthcare association
- Research experience
- Personal D3 status

When you provide Personal Information, we record it on our secure database (see below). We may use your Personal Information to inform you about a variety of topics related to our "D3-chalky teeth" social mission (e.g. news alerts, newsletters, events and fundraising). Each time we communicate you will be given a simple way to 'opt out' of receiving similar communications in the future. You can also opt by emailing the Secretary (secretary@thed3group.org).

D3G will not collect **Sensitive Information** about health, racial or ethnic origin, political opinions or membership, religious or philosophical beliefs, trade association or union membership, sexual preferences or criminal record unless it is relevant to the work of D3G and you have voluntarily consented to give this information. We will always collect such information in a non-intrusive, lawful and fair manner, and offer you the option of not identifying yourself or of using a pseudonym where it is practical to do so.

HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We may collect personal information directly from you, or in the course of our dealings with you, for example when you:

- Join D3G as an individual or 'We Fight Chalky Teeth' network member
- Contact and correspond with us
- Participate in any of our events
- Partake in any of our CE/CPD/educational offerings

We may also collect your Personal Information in other ways, for example from publicly available sources such as professional directories. You may be photographed when you participate in a D3G event. Whenever reasonably practical we will seek to obtain your consent prior to using any image obtained.

TO WHOM DO WE DISCLOSE PERSONAL INFORMATION?

D3G will not sell, transfer or provide your Personal Information to any other individuals or organisations without your prior consent except where required by law to do so.

Some transfer of information does occur for data processing purposes, for example third party payment providers. D3G's current payment gateways are based in the United States. D3G will not transfer your personal information overseas or into the "cloud" unless we have taken reasonable steps to ensure that any information transferred will not be held, used or disclosed by the information recipient in a manner which is inconsistent with Australian law.

HOW WE KEEP YOUR PERSONAL INFORMATION SECURE

We take all reasonable steps to ensure your personal information is protected from misuse, loss, and unauthorised access, modification, or disclosure. Information you provide us is stored securely in our databases and only accessed by staff or contractors authorised by D3G. We use a range of hardware and software security measures to protect its information and to ensure that only authorised staff and contractors are granted access, as required.

OPTING OUT, DELETING OR MODIFYING YOUR INFORMATION

D3G takes care to ensure the information collected from you is accurate, up-to-date and complete. When personal information is no longer required it is destroyed in a secure manner.

Please contact the Secretary via email (secretary@thed3group.org) if you want to:

- Change any personal information that you have previously given us;
- Opt out of future communications; or
- Request we delete your data

VISITING OUR WEBSITES

Some of our D3G web pages may use cookies to improve your experience and display targeted content relevant to you. Cookies are also used to display items added while using online procurement or donation facilities. You may refuse all cookies or disable cookies and JavaScript from our websites however some functions may become unavailable. Our online payment provider may also use cookies for identification and anti-fraud purposes.

Cookies do not personally identify you; they recognize your browser. Unless you choose to identify yourself to D3G (e.g. by becoming a member) you remain anonymous to D3G. You should manage the use of cookies on your computer using controls in your browser.

D3G's websites may use statistical analysis tools (such as Google Analytics) to track site visits, navigation and performance for the purpose of monitoring and improving the sites. If you are concerned about the use of these tools, you can configure your browser to send a "Do Not Track" request with your browsing traffic.

D3G's websites are portal websites and so contain multiple links to other sites we deem relevant. D3G does not control, and is not responsible for, the content or privacy practices of those websites. Please check the privacy policies on other websites before you provide your Personal Information to them.

OUR WEBSITE SECURITY

The D3G website (thed3group.org) includes a secured payment gateway that uses industry-standard SSL/TLS technology to encrypt data between your browser and the website.

By using our website, you acknowledge and agree that the internet is inherently insecure and that you enter any details at your own risk. You acknowledge that you will not hold D3G liable for any security breaches, viruses, Trojans or other malicious software that may infect your computer or any loss of data, revenue or otherwise that may occur as a result of using our website.

Any contact you may receive, purportedly from D3G, that requests your full credit card information should be considered a hoax and you should disregard it and report the contact to www.scamwatch.gov.au or contact the Secretary: secretary@thed3group.org.

CHANGES TO OUR PRIVACY NOTICE

D3G may, without notice, amend or modify its PIP Policy by posting the amended Policy to our website [here](#).

CONTACT US

If you have any privacy queries or complaints, or if you believe that we have not complied with this PIP Policy or relevant legislation, please contact the Secretary at secretary@thed3group.org. Please provide as much detail as possible in relation to your question, comment or complaint.

ACKNOWLEDGEMENT

This document is based on information provided by [Business Victoria](#) and complies with guidelines from the [Office of the Victorian Information Commissioner](#) (OVIC).