

The Global Law Enforcement and Public Health Association Incorporated (GLEPHA) Privacy Policy

Preamble

GLEPHA is a not for profit, membership-based association whose mission is to promote research, understanding and practice at the intersection of law enforcement and public health. GLEPHA is governed by a Board of Directors elected by the membership and is governed according to its own constitution. The GLEPHA was incorporated Victoria, Australia in 2017.

The protection and privacy of personal information collected and retained by GLEPHA is paramount. Personal information collected by GLEPHA will only be used for legitimate purposes and for the good functioning of the association. GLEPHA will not sell or otherwise provide personal information to advertisers or other third parties. GLEPHA complies with the *Privacy Act* of Australia and with the *Australian Privacy Principles*.

What personal information do we collect and retain?

Personal Information:

- Name
- Work or Professional affiliation, if applicable
- Address (Business or Personal)
- Email address (Business or Personal)
- Telephone number

Administrative Information:

- Type of membership held by the member
- The number of years as a member

How does GLEPHA collect and hold personal information?

The GLEPHA online membership platform is administered by Wild Apricot Inc. (wildapricot.com), a trusted party. Wild Apricot has its own privacy policy: <https://www.wildapricot.com/privacypolicy>. The website is the means by which members apply for membership, manage their membership accounts, which includes setting or resetting passwords and deciding what personal information they will allow to be shared outside of GLEPHA, and, it is the platform for the GLEPHA membership management.

Membership accounts cancelled at the request of a member or whose membership has lapsed, and those accounts revoked in accordance with the GLEPHA Constitution will have personal information deleted within 30 days. Stale memberships are those accounts which have not been renewed. Account information of a stale membership will be retained for one-year, to facilitate late renewals, after which all personal information will be deleted from the GLEPHA systems and data bases.

Personal information will only be disclosed to comply with any applicable laws, judicial orders, or other legal process.

What are the purposes for which the entity collects, holds, uses and discloses personal information?

1. Maintaining of membership list
2. Renewal of memberships notifications
3. Dealing with violations of the association Constitution by a member or members.
4. Distribution of information to association members pertaining to association activities.
5. The personal information of members may be used or analysed to further the aims of the association, such as: analysis of the membership makeup to develop recruiting strategies.

No personal information is disseminated to any outside agency or person without express consent of the member.

Members' Rights and Responsibility

- Members are responsible for safeguarding of their user names and passwords, and verifying personal information is accurate and current. Members can review their personal information held by GLEPHA by accessing their secure personal accounts, and are able to modify or correct any incorrect information.
- Members manage any personal information that may be shared through the 'My Profile,' and 'Details to show,' links in the individual member's membership account, and may select to not share any personal information on membership directories, on forums or blog posts.
- Members may request access to any personal information held by GLEPHA by first contacting GLEPHA and making their request. The *Freedom of Information Act, 1982, Australia*, provides assurances that individuals can access and correct and personal information.

Financial Information:

GLEPHA does not collect or retain the financial information of any of its members as GLEPHA relies on an independent third party to collect membership fees. Currently, PayPal is the third-party contractor. PayPal collects and retains financial and personal information of those using that service to pay membership fees. Users of the PayPal service are subject to the PayPal Privacy Statement.

Data Breaches:

1. Members are to report any breaches, or suspected breaches of privacy as soon as practicable to GLEPHA. This is done through the contact information provided on the GLEPHA website.
2. Should GLEPHA become aware of any breach of privacy, they will as soon as practicable, contact the member(s) whose personal information has been compromised.

Complaint about Privacy Protection, Privacy Breaches, or the Australian Privacy Principles:

Any complaints regarding privacy breaches are to first be directed to the Board of Directors, Global Law Enforcement and Public Health Association. The Board of Directors will have an investigation undertaken and the results will be communicated to the complainant. The complainant will receive an acknowledgement of the complaint within 7 days, an initial update within 30 days, and every 60 days thereafter until the completion of the investigation.

Complaints will be investigated following procedures in the GLEPHA Complaints Investigation Policy.

Should a complaint not be resolved to the members satisfaction a complaint about Privacy can be made to the Office of the Australian Information Commissioner:

<https://www.oaic.gov.au>.

GLEPHA's primary aims in conducting an investigation are to mitigate or minimize any damage caused by the breach of a member's personal information, and to rectify the causes of the breach in order to prevent recurrences. The member affected will be advised of the findings or the investigation, the remedies, and the steps taken to correct the breach.

Requesting a copy of the GLEPHA Privacy Policy:

A copy of the GLEPHA Privacy Policy can be obtained at: <https://gleapha.wildapricot.org>, and is available free of charge. Alternately, anyone wishing a paper or digital copy of GLEPHA's Privacy Policy can email a request to; info@glepha.com, or can mail a request to:

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