

PRIVACY POLICY

## PRIVACY POLICY

INTERNATIONAL NETWORK ON HEALTH AND HEPATITIS IN  
SUBSTANCE USERS

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# Definitions

## **INHSU**

INHSU means the International Network on Health and Hepatitis in Substance Users.

## **GDPR**

General Data Protection Regulation Act.

## **Personal data**

Personal information is information which identifies you as an individual or from which your identity can be reasonably ascertained.

## **Data Subject**

Data Subject is any living individual who is using our Service and is the subject of Personal Data.

# Principles for processing personal data

Our principles for processing personal data are:

## **Fairness and lawfulness**

When we process personal data, the individual rights of the Data Subjects must be protected. All personal data must be collected and processed in a legal and fair manner.

## **Restricted to a specific purpose**

The personal data of Data Subject must be processed only for specific purposes.

## **Transparency**

The Data Subject must be informed of how his/her data is being collected, processed and used.

# What personal data do we collect?

INHSU collects several different types of personal data for various purposes. Personal Data may include, but is not limited to:

- Identification and contact information (such as your name, phone number, address, e-mail address) when you are willing to provide them, for example when you register for our conference or events, sign up as a member, or sign up to receive publications or marketing material;
- Payment information;
- Images, photos or videos of you;
- Login details;
- Communication and marketing preferences and interests;
- Feedback and survey responses when you provide them;

INHSU also uses cookies (see Cookies section below for further details) and collects IP addresses. An IP address is a number that can uniquely identify a specific computer or other network device on the internet from visitors to our websites.

## How do we collect your personal data?

You directly provide INHSU with most of the data we collect.

We collect and process data when you:

- Register for an INHSU conference or event
- Voluntarily complete a survey or provide feedback to us
- View or use our website via your browser's cookies
- Allow us to take your picture at a conference, event or meeting

## How do we use your personal data?

By providing your personal information you enable INHSU (and where applicable its contractors) to provide you with services, information and content. You do not have to provide your personal information to us but, if you do not provide the information requested, we might not be able to provide you with the services, information or content you have requested.

INHSU uses the collected personal data for various purposes:

- To process your membership and manage your account
- To respond to your enquiries
- To provide you with our products or services, such as conferences, events or publications
- To notify you about changes to our services and/or products
- To provide you with member support
- To provide you with information we think you might like
- To gather analysis or valuable information so that we can improve our services
- To detect, prevent and address technical issues

- To promote our work

## How do we store and protect your personal data?

INHSU will retain your personal information only for as long as is necessary for the purpose for which it was collected.

Access to your personal data is in electronic form and is password protected.

## Who do we share your personal data with?

INHSU may share your personal data with a third party where necessary to fulfill the function for which data was collected, such as an event manager, caterer, hotel, transport provider or similar.

Any Third Party with whom information may be shared must have a complying privacy policy and must undertake to use that personal information for the stated purpose only and not for any secondary purpose.

## Legal basis for collecting and processing personal data

INHSU's legal basis for collecting and using the personal data described in this Policy depends on the personal data we collect and the specific context in which we collect the information:

- INHSU needs to perform a contract with you
- You have given INHSU permission to do so
- Processing your personal data is in INHSU's legitimate interests
- INHSU needs to comply with the law

## Your data protection rights

You have the right to access, correct or remove the personal information that INHSU holds about you. Your data protection rights include:

- **The right to access** - You have the right to request INHSU for copies of your personal data.
- **The right to rectification** - You have the right to request that INHSU correct any information you believe is inaccurate. You also have the right to request INHSU to complete information you believe is incomplete.
- **The right to erasure** - You have the right to request that INHSU erase your personal data, under certain conditions.
- **The right to restrict processing** - You have the right to request that INHSU restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** - You have the right to object to INHSU processing of your personal data, under certain conditions.

- **The right to data portability** - You have the right to request that INHSU transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at [info@inhsu.org](mailto:info@inhsu.org).

## What are cookies?

The INHSU website, like most websites, uses cookies to provide a personalized web service.

A cookie is a text-only string of information that we pass to your computer's hard disk through your web browser so that our website can remember you. Cookies cannot be used by themselves to identify you.

A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, which is usually a randomly generated unique number.

In addition to "session cookies" which do not remain active after you leave our site, our online learning modules use cookies which store information between your visits to facilitate logging-on to the same place you left off. You can refuse cookies, but you may not be able to use all the interactive features of our website.

For more information about cookies, please see <http://www.allaboutcookies.org/>.

## How do we use cookies?

INHSU uses cookies in a range of ways to improve your experience on our website, including:

- Allowing you to pick up where you left off on our online learning modules
- Understanding how you use our website

## How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## Privacy policies of other websites

The INHSU website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## Changes to our privacy policy

INHSU keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 12 January 2021.

## How to contact us

If you have any questions about INHSU's privacy policy, the data we hold on you, or you would like to exercise any of your data protection rights, please do not hesitate to contact us.

**Email us at:** [info@inhsu.org.au](mailto:info@inhsu.org.au)

**Call us:** (+61) 02 8204 0700

**Or write to us at:** INHSU c/o Arud Centres for Addiction, Schützengasse 31, CH-8001, Zürich, Switzerland

## How to contact the appropriate authority

Should you wish to report a complaint or if you feel that INHSU has not addressed your concern about your personal data in a satisfactory manner, you may contact the Federal Data Protection and Information Commissioner.

**Address:**

Office of the Federal Data Protection and Information Commissioner FDPIC

Feldeggweg 1

CH - 3003 Berne

**Phone:**

+41 (0)58 462 43 95