

PRIVACY POLICY

The Asia-Pacific Institute of Dental Education and Research (AIDER) is committed to maintaining the confidentiality and security of the information that you provide to us. This policy applies to personal information that is held by AIDER. Personal information refers to information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, other than certain health or generally available information.

Collection of Student Information

As part of the registration process for enrolment into an AIDER program, a range of personal information is collected. Additional personal information may also be provided or disclosed to our training and administration staff during your time at AIDER. AIDER will only collect personal information that is necessary for its functions and activities.

Managing Student Information

AIDER trains its staff to respect the confidentiality of the personal information provided, and to maintain the privacy of individuals at all times. As most of the AIDER training staff are dental/allied health professionals, they are experienced in maintaining strict confidentiality of sensitive information.

Security of Student Information

AIDER will endeavour to maintain a secure system for storing personal information. Student application forms and related information will be stored securely in the AIDER administrative office. The office is only accessible to AIDER staff and associated contractors. Electronic information will be stored on a password-protected computer that is located in the AIDER office.

Release of Student Information

The information provided to AIDER will only be accessed and used by authorised AIDER staff. Collected personal information will not be forwarded onto any third parties unless a student gives written authorisation that this can take place.

An exception to this release policy may occur if a third party requires information that could prevent or lessen a serious or imminent threat to the life or health of the student concerned or to another person (i.e. police, ambulance, fire brigade).

Retention of Student Records

Student records, including application forms, will be kept under secure storage at AIDER for a period of 7 years. After such time, the records will be shredded and destroyed.

Website Information

Viewing the AIDER website (www.aider.com.au) is done so anonymously. No attempt will be made to identify specific users or their browsing activity. The only information that can be gathered through the website is general in nature (de-identified data) which can be used for statistical purposes.

When following any available links from the AIDER website, it is recommended that you read and understand the privacy statement of that site in order to familiarise yourself with its particular privacy policy.

Further Information

For further information relating to this policy, please contact AIDER.

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