



Privacy Policy

Introduction

ADIA (ABN 20 107 667 398) respects and upholds your rights under the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) ("Privacy Act").

This Privacy Policy lets you know what personal information of yours we hold, what we do with it, who we will disclose it to and how you can access the personal information we hold about you. You can also find out here how to change inaccurate personal information and how to opt out of receiving communications from us.

What personal information about you does ADIA collect and hold?

The information we collect will include data, insights and research organisation employees in relation to ADIA membership details. e.g. name, address, contact details.

How does ADIA collect and hold your personal information?

ADIA will generally collect your personal information directly from you in the course of managing the Association.

What are the purposes for which ADIA uses, handles and discloses your personal information?

We will only use and disclose your personal information for the purpose of conducting Association business in accordance with this Privacy Policy. We will not use or disclose your personally identifiable information for the purpose of advertising, promotions or direct marketing activities.

Who will ADIA disclose your personal information to?

ADIA will not disclose any personally identifiable research information we collect from you unless we have your express prior consent. We will not disclose any personal information or personally identifiable research information to a third party other than conducting Association business or promotion with your consent.

Openness

You have the right to request access to any personal information we hold about you. You can request this information by contacting ADIA Secretariat on the details listed below. Where we hold information that you are entitled to access, we will respond to your request in a reasonable time and endeavour to provide you with a suitable range of choices as to how access is provided (eg, emailing or mailing it to you).

If at any time you believe that personal information we hold about you is incorrect, incomplete or inaccurate, then you may request amendment of it and we will either amend the information or make a record of your comment, as we think appropriate.



Questions and complaints

If you have any questions about this Privacy Policy or believe that we have at any time failed to keep one of our commitments to you to handle your personal information in the manner required by the Privacy Act, the APPs or the Code, then we ask that you contact us immediately using the following contact details:

Sarah Campbell, CEO, ADIA - 0460 012 092

We will respond and advise whether we agree with your complaint or not. If we do not agree, we will provide reasons. If we do agree, we will advise what (if any) action we consider it appropriate to take in response. If you are still not satisfied after having contacted us and given us a reasonable time to respond, then we suggest that you contact the Office of the Australian Information Commissioner by:

Phone: 1300 363 992 (local call cost, but calls from mobile and pay phones may incur higher charges). If calling from overseas (including Norfolk Island): +61 2 9284 9749
TTY: 1800 620 241 (this number is dedicated to the hearing impaired only, no voice calls)
TIS: Translating and Interpreting Service: 131 450 (If you don't speak English or English is your second language and you need assistance and ask for the Office of the Australian Information Commissioner)

Post: GPO Box 2999 Canberra ACT 2601

Fax: +61 2 9284 9666

Email: enquiries@oaic.gov.au

The ADIA Website

When visiting ADIA's web site, the site server makes a record of the visit and logs the following information for statistical and administrative purposes:

- the user's server address – to consider the users who use the site regularly and tailor the site to their interests and requirements;
- the date and time of the visit to the site – this is important for identifying the website's busy times and ensuring maintenance on the site is conducted outside these periods;
- pages accessed and documents downloaded – this indicates to ADIA which pages or documents are most important to users and also helps identify important information that may be difficult to find;
- duration of the visit – this indicates to us how interesting and informative the ADIA site is to candidates; the type of browser used – this is important for browser specific coding
- In order to optimize the ADIA web site and better understand it's usage, we collect the visiting domain name or IP address, Computer Operating System, Browser Type and Screen Resolution.



A cookie is a piece of information that an Internet web site sends to your browser when you access information at that site. Cookies are either stored in memory (session cookies) or placed on your hard disk (persistent cookies). The ADIA Web site does not use persistent cookies. Upon closing your browser the session cookie set by this web site is destroyed and no Personal Information is maintained which might identify you should you visit our web site at a later date.

Retention and destruction of Personal Information

ADIA will destroy or de-identify your personal information as soon as practicable once it is longer needed for the purpose for our business.

Security of Information

ADIA will take reasonable steps to protect your personally identifiable information as you transmit your information from your computer to our website and to protect such information from loss, misuse, and unauthorised access, use, modification, disclosure, alteration, or destruction.

However, you should keep in mind that the transmission of information over the Internet is not completely secure or error-free. In particular, e-mail sent to or from this website may not be secure, and you should therefore take special care in deciding what information you send to us via e-mail.

Miscellaneous

In this policy "personal information" has the same meaning as under the Privacy Act.

This policy is effective from 28 April 2021. We may change this policy from time to time. Although we intend to observe this Privacy Policy at all times, it is not legally binding on ADIA in any way. From time to time we may regard it as necessary or desirable to act outside the policy. ADIA may do so, subject only to any other applicable contractual rights you have and any statutory rights you have under the Privacy Act or other applicable legislation.