

Adelaide University Law Students' Society Privacy Policy

1 Privacy Policy

- (a) This is the privacy policy of the Adelaide University Law Students' Society ('AULSS', 'we' or 'us'). The purpose of this policy is to ensure that any individual who provides information to the AULSS is protected under Australian law in accordance with the *Privacy Act 1988* (Cth) ('Privacy Act').
- (b) Words defined in the Privacy Act have the same meaning when used in this policy.

2 Protecting your privacy

We seek to protect and maintain the privacy, accuracy and security of your personal information. We will comply with the Australian Privacy Principles ('APPs') in the Privacy Act.

3 Collection of information

3.1 General

- (a) We may collect personal information about you such as:
 - (i) your name, current address, previous address details;
 - (ii) date of birth and gender;
 - (iii) email addresses and telephone and or mobile numbers;
 - (iv) current and previous employment information; and
 - (v) bank statements and bank details.
- (b) We do not collect sensitive information about you such as your racial or ethnic origin, political opinions, religious beliefs or affiliations.
- (c) In the event that there is another person named or referred to in any correspondence or materials provided to us, you warrant that the other person has consented to the collection of their personal information for the reasons it is being collected.

4 If you do not provide personal information

The main consequence for you, if you do not provide any or all of the personal information requested by us, is that we may not be able to provide the finance to you, based on the assessment, compared to if we had the information requested.

5 How we collect personal information

- (a) We collect personal information in a variety of ways. We mainly collect information from you when you knowingly provide it to us including for the co-option process or applications for the AULSS Textbook Fund.
- (b) We collect personal information from our suppliers and customers when they provide it to us as part of an application to supply goods and/or services or when they request the AULSS to provide goods and/or services.
- (c) We also collect personal information from Eventbrite or other ticketing platforms that we may use from time to time.
- (d) We collect other personal information, such as IP addresses, on our website.

6 Why we collect, hold and use and disclose personal information

- (a) We collect, hold, use and disclose personal information about individuals when it is necessary for us to carry on our business functions or to comply with laws.
- (b) We may collect, hold, use and disclose your personal information to answer your enquiry or to provide the information or service that you requested.
- (c) We may also collect, hold, use or disclose your personal information:
 - (i) to enable us to develop, administer and manage our services and business;
 - (ii) to verify your identity;
 - (iii) to customise service to better meet your needs and preferences;
 - (iv) for future promotional and marketing purposes including direct marketing;
 - (v) for research purposes to better improve our websites, products or services;
 - (vi) for other customer support purposes;
 - (vii) to deal with complaints, queries or feedback; and
 - (viii) when authorised or required by law.

7 Direct Marketing

The AULSS may engage in direct marketing. If you prefer not to hear from us, please contact us or, click on the “unsubscribe” link at the bottom of an email we send you and you will be removed from any future communications.

8 When we may disclose your personal information to third parties

8.1 General

- (a) In the course of conducting our business we may provide your personal information to:

- (i) AULSS committee or subcommittee members;
 - (ii) an individual's representatives;
 - (iii) government and regulatory authorities; and
 - (iv) our professional advisers, including our lawyers, auditors and accountants.
- (b) We may disclose your personal information to third parties:
- (i) to meet the purpose for which it was submitted;
 - (ii) if we have your consent to do so or otherwise when we are authorised to do so by law;
 - (iii) if we are required by law to disclose the information.
- (c) The AULSS may disclose your personal information to its subcontractors or consultants when it engages third party service providers to undertake works as part of its service delivery to its customers.
- (d) The AULSS may exchange personal information with its contractors who provide services to the AULSS including third parties who undertake internal business processes, including:
- (i) ticketing services;
 - (ii) merchandise providers;
 - (iii) event venues; and
 - (iv) website, data management and technology services.

9 Security

All personal information held by us will be handled and stored in accordance with our obligations under the Privacy Act. We will take reasonable steps to:

- (a) make sure that the personal information we collect, use or disclose is accurate, complete and up to date;
- (b) protect the information from misuse, interference, loss or unauthorised access, modification or disclosure both physically and through security methods; and
- (c) destroy or permanently de-identify the information if it is no longer needed for any purpose.

10 Website

- (a) When you visit our websites (including our social media pages), we or agencies on our behalf and our internet service provider may monitor and take a record of your visit and log "clickstream data" for statistical purposes such as your server's IP address.

- (b) This privacy policy is strictly limited to the collection, storage and use of personally identifiable information collected by AULSS, in the course of business, and does not apply to any third parties. We have no control over the privacy practices or the content of any third-party websites and assume no liability for the privacy practices of these websites.
- (c) Any link on the AULSS website to external entities are not covered within this policy (except for our social media pages). The terms and conditions set out in this privacy statement only cover the domain name of www.aulss.org and any of our social media pages.

11 Privacy

- (a) At your request we will provide details of the personal information we hold about you. The release of information is subject to some exceptions such as information relating to existing or any anticipated legal proceeding, together with exceptions provided by the Privacy Act.
- (b) Unless unusual circumstances apply, we should provide access of your personal information to you within 30 days of the request.
- (c) We will not charge you for the making of the request, for correcting the personal information or for associating the statement with the personal information (as the case may be).
- (d) To protect your personal information, the request to us must be in writing and can be sent by letter or facsimile or email. All correspondence should be addressed to:

Mail: Attention: AULSS
Room 106
Ligertwood Building
Adelaide SA 5005
Email: president@aulss.org

- (e) Our objective is to respond to any request within a reasonable timeframe.
- (f) We also aim to ensure that your personal information is accurate, up to date and complete. Amendment of personal information will be conducted upon written or verbal request from you. You can contact us by writing to the address above to do this.

12 Complaints

- (a) We are committed to the protection of your privacy and personal information. Complaints you may have about your personal information can be lodged with us by using the contact details above.
- (b) We will attempt to resolve any complaints within 10 working days. If resolution is not possible within this timeframe we will contact you to discuss the matter further.
- (c) You also have the right under the Privacy Act to make a complaint to the Information Commissioner.

13 Changes to this policy

This policy is subject to change over time without prior notice. We may amend this policy by updating this posting.

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