

AIRG Privacy Policy

The Australasian Industrial Research Group (Incorporated Victoria No. A0051135U) (the AIRG) is committed to protecting the privacy of your personal information. This privacy policy explains how the AIRG manages the personal information that we collect, use and disclose and how to contact us if you have any further queries about our management of your personal information. This privacy policy does not cover personal information collected or held by the AIRG about its employees.

The AIRG is required by the Privacy Act 1988 (Cth) (Privacy Act) to comply with the Australian Privacy principles (APP) (subject to other provisions of the Privacy Act). The APPs regulate the manner in which personal information is handled throughout its life cycle, from collection to use and disclosure, storage, accessibility and disposal. The AIRG is also required to comply with the Spam Act 2003 (Cth) (Spam Act) and the Do Not Call Register Act 2006 (Cth) (Do Not Call Register Act).

1.1 What is personal information?

Personal information means information or an opinion about an identified **individual**, or an **individual** who is reasonably identifiable whether the information or opinion is true or not; and whether the information or opinion is **recorded** in a material form or not.

Special provisions apply to the collection of personal information which is sensitive information. Sensitive information includes (for example) information about a person's membership of a professional or trade association. The AIRG does not collect sensitive information (as defined by the Privacy Act) without consent.

The kinds of personal information the Academy collects and holds

Examples include:

- an individual's name, address, DOB, contact number and email address;
- post-nominal letters
- employment details
- credit card details
- membership of industry body

1.2 Collection of personal information by the AIRG

To the extent required by the Privacy Act:

The AIRG will not collect personal information about you unless that information is necessary for one or more of our functions or activities, for example:

- conferences, meetings, events and presentations;
- newsletters or publications
- membership procedures

When the AIRG collects personal information directly from you, we will take reasonable steps at or before the time of collection to ensure that you are aware of certain key matters, such as the purpose for which we are collecting the information, the organisations (or types of organisations) to which we would normally disclose information of that kind, the fact that you are able to access the information and how to contact us.

Where the AIRG collects information about you from a third party, we will take reasonable steps to ensure that you have consented or have been made aware of the details as set out above.

Similarly, the AIRG may be required to provide your contact details to third party suppliers of services which you would reasonably expect the AIRG to do in order to provide its services. The AIRG provides the opportunity to opt-out of such third party arrangements.

The AIRG acknowledges that there is no obligation for an individual to provide it with personal information. However, if an individual chooses not to provide the AIRG with personal details, the AIRG may not be able to provide the individual with the services reasonably expected to be provided.

1.3 Use and disclosure of personal information by the AIRG

If the AIRG uses or discloses your personal information for a purpose (secondary purpose) other than the main reason for which it was originally collected (primary purpose) to the extent required by the Privacy Act, we will ensure that:

- The secondary purpose is related to the primary purpose and you would reasonably expect that the AIRG would use or disclose your information in that way
- You have consented to the use and disclosure of your personal information for the secondary purpose
- The use or disclosure is required or authorised by or under law
- The use or disclosure is otherwise permitted by the Privacy Act

1.4 Why does the AIRG collect personal information?

The AIRG collects personal information for a range of purposes, including:

- To process applications for Membership
- Manage the Membership of the AIRG
- Record and maintain membership details and profile information
- Provide information on services and benefits available to Members
- Notify Members and non-Members about AIRG events
- Ensure compliance with the AIRG's Constitution
- Website traffic data for statistical, reporting and maintenance purposes
- Manage conferences, workshops and events, including:
 - Travel organisation, both domestic and international
 - International conferences and exchanges

From time to time, the AIRG may survey its Members on a range of issues. These surveys help us to identify and analyse the ongoing needs of our Members and the quality of our products and services. If you do not wish to participate in these surveys, please let us know.

1.5 How might we contact you?

We may contact you in a variety of ways, including by post, email, telephone call or facsimile.

Spam

We will not send you any commercial electronic messages such as SMSs or emails unless this is permitted by the Spam Act. Any commercial electronic message that we send will identify the AIRG as the sender and will include our contact details. This message will also provide an

unsubscribe facility. If you do not wish to receive commercial electronic messages from us, please let us know.

Do Not Call Register

We will not call you on a number listed on the Do Not Call Register unless this is permitted under Do Not Call Register Act. If you do not wish us to call you on a particular number, please let us know.

Website or mobile device activity

The AIRG system requires that the web browser accept cookies, which are used to make logging-in possible. These cookies are not used to collect, store, track or monitor any personal information. As would reasonably be expected, the AIRG may collect website and mobile device (e.g. apps) statistics (which includes pages accessed and search terms used) but this information is not identifiable (i.e. the AIRG cannot tell who you are).

1.6 When does the AIRG disclose personal information to third parties?

In performing our functions and activities (such as for conferences, presentations, and events as outlined above), we may need to disclose personal information to third parties where you may reasonably expect the AIRG to use or disclose the personal information for a specific purpose. Third parties with whom the AIRG may share your personal information include, where appropriate:

- Printers and distributors of the AIRG publications and other material
- Financial institutions for payment processing
- External business advisers (such as auditors and lawyers)
- Travel and conference organisers
- Administrative officers

1.7 Data quality and security

All personal information collected by the AIRG will be retained as part of a database, which will be securely monitored and maintained by the AIRG or an approved host, which to the best of our knowledge is based in Australia. If the AIRG stores personal information with a "cloud" service provider, the provider may be situated outside Australia. Subject to paragraph 1.6, the data will not be made available to a third party, unless it is legally required and verified, without the authority of the individual who provided the personal information. The AIRG will take all reasonable steps to protect the security of the personal information that it holds. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy. Where information held by the AIRG is no longer required to be held, and the retention is not required by law, then the AIRG will de-identify or destroy such personal information by a secure means.

1.8 Access and correction of your personal information

The AIRG makes its [Privacy Policy](#) available on its website, and can also provide a hard copy version upon request. If you would like more information or a hard copy of the AIRG Privacy Policy, please contact our Privacy Officer by phone: +61 (0)3 9864 0913, fax: +61 (0)3 9864 0930 or

email isecretariat@airg.org.au or write to us at The Privacy Officer, Australasian Industrial Research Group, PO Box 3587, Melbourne VIC 3001.

The AIRG will make available for inspection, free of charge, all personal information, based on the information supplied by the individual that it holds in relation to an individual, provided reasonable notice is given. In the event that such a request is made, the AIRG will review our records to determine what personal information is held and endeavour to respond to your request as soon as possible. Please note that the AIRG will request that identification is provided before personal information is released. In the event that any part of the personal information that the individual inspects is determined to be incorrect and requires alteration then the AIRG will make such alteration in compliance with the corrected advice provided by the individual.

You are also able to update your contact details and profile information at any time by logging onto the website and following the appropriate links, email to secretariat@airg.org.au, or by logging into your Members profile on the AIRG website and editing your details.

In some circumstances, the AIRG may not permit access to your personal information, or may refuse to correct your personal information, in which case we will provide you with reasons for this decision.

Further information

Please contact the AIRG if you have any queries about the personal information that the Academy holds about or the way we handle that personal information. Contact details for privacy queries are outlined below.

Attention: Privacy Officer
Australasian Industrial Research Group
GPO Box 3587
Melbourne, Victoria, 3001
Fax: 03 9864 0930
Title: [AIRG Privacy Policy](#)