



Oral History NSW Privacy Policy

The following privacy policy applies to all OH NSW users, and conforms to Internet privacy standards.

If you have questions or concerns regarding this statement, you should first contact Andrew Host at 02 8094 1239.

COLLECTION OF INFORMATION

In order to use the OH NSW website, we may require information from you in order to provide the best service possible.

All correspondence may also be collected and stored, particularly in regard to sales, support and accounts, including email.

Any information collected by OH NSW is collected via correspondence from you or your company. This may be via the telephone, email, mail, fax or directly through our website.

USE OF COLLECTION INFORMATION

The details collected from Oral History NSW customers are needed to provide you with our products and/or services.

Correspondence is recorded in order to provide service references.

STORAGE OF COLLECTED INFORMATION

The security of your personal information is important to us. When you enter sensitive information (such as credit card numbers) on our website, we encrypt that information using secure socket layer technology (SSL). When credit card details are collected, we simply pass them on in order to be processed as required. We never permanently store complete credit card details.

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it.

If you have any questions about security on our website, email webmaster@oralhistorynsw.org.au.

ACCESS TO COLLECTED INFORMATION

If your personally identifiable information changes, or if you no longer desire our service, you may correct, update, delete or deactivate it by emailing us at membership@oralhistorynsw.org.au.

ORDERS

If you purchase a product or service from us, we may request certain personally identifiable information from you. You may be required to provide contact information (such as name, email, and postal address) and financial information (such as credit card number, expiration date).

We use this information for billing purposes and to fill your orders. If we have trouble processing an order, we will use this information to contact you.

COMMUNICATIONS

Oral History NSW Inc uses personally identifiable information for essential communications, such as emails, accounts information, and critical service details. We may also use this information for other purposes, including some promotional emails. If at any time a customer wishes not to receive such correspondence, they can ask to be removed from any mailing lists by emailing us at membership@oralhistorynsw.org.au.

You will be notified when your personal information is collected by any third party that is not our agent/service provider, so you can make an informed choice as to whether or not to share your information with that party.

THIRD PARTIES

OH NSW may at its discretion use other third parties to provide essential services on our site or for our business processes. We may share your details as necessary for the third party to provide that service.

Third parties that OH NSW routinely uses include:

- Squarespace – who provides our web site and email hosting
- PayPal – who processes online payments
- eWAY – who processes online payments.

These third parties are prohibited from using your personally identifiable information for any other purpose.

OH NSW does not share any information with third parties for any unknown or unrelated uses.

LEGAL

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Website.

LINKS

Links on the OH NSW site to external entities are not covered within this policy. The terms and conditions set out in this privacy statement only cover the domain name of oralhistorynsw.org.au

CHANGES TO PRIVACY POLICY

If we decide to change our privacy policy, we will post those changes to this privacy statement and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by Email, or by means of a notice on our homepage.

OH NSW SECURITY POLICY

OH NSW uses the eWAY Payment Gateway for its online credit card transactions. eWAY processes online credit card transactions for thousands of Australian merchants, providing a safe and secure means of collecting payments via the Internet. All online credit card transactions performed on this site using the eWAY gateway are secured payments.

SEMINARS AND WORKSHOPS

After booking online, you will receive an email confirmation from eWAY containing your order details (if you have provided your email address). We will normally confirm receipt of your order within a few minutes of ordering.

A receipt will subsequently be emailed to you by OH NSW, usually on the same day or the following business day.

If you wish to query an order please contact us at accounts@oralhistorynsw.org.au

REFUND AND RETURNS POLICY

If you are unable to attend a seminar or workshop for which you have booked, we will offer you 90% refund if you notify us of your cancellation 7 days or more before the event. No refund will be offered for cancellation less than 7 days before the event.

To enquire about a refund, contact accounts@oralhistorynsw.org.au