

# **POLICY**      **Privacy**

## **1. Purpose**

- 1.1. The Privacy Policy (the Policy) describes how the Australian Academy of Science (AAS) collect, hold, use and disclose personal information, and how we maintain the quality and security of personal information.

## **2. Overview**

- 2.1. The AAS values and respects the privacy of the people we deal with and is committed to protecting the privacy of all our stakeholders and complying with the Privacy Act 1988 (Cth) (Privacy Act).
- 2.2. This Policy does not cover how we manage personal information about our employees. All other personal information collected, held, used or disclosed by us will be managed in accordance with this Policy.
- 2.3. Under the Privacy Act we are required to comply with the 13 Australian Privacy Principles ("APPs"). The APPs set out standards, rights and obligations for how we handle and maintain personal information. This includes how we collect, store, use, disclose, quality assure and secure personal information, as well as your rights to access or correct your personal information. For further information on the APPs visit [www.oaic.gov.au](http://www.oaic.gov.au)

## **3. Policy Statement**

### **3.1. What is Personal Information**

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

### **3.2. What personal information do we collect?**

- 3.2.1. The Personal Information that we may collect about you may include:
  - a. your name;
  - b. your street or mailing address,
  - c. telephone number (landline and mobile),
  - d. email address.
  - e. sensitive information about you (see section 3 of this Privacy Policy);
  - f. your gender
  - g. date of birth;
  - h. your occupation or employment and history,
  - i. your education, qualifications and area/s of research;
  - j. your nomination material for Fellowship and awards, including referee reports;
  - k. your views and expert advice of scientific projects, programs and policies;
  - l. your social handles; and
  - m. Fellowships, roles, affiliations or memberships with other Academies or Institutions.
- 3.2.2. If you make a donation or otherwise make a payment to the AAS, we may also collect information about your payment details (such as your credit card or bank account details), when you provide such details to us as part of making a donation to us; and your Australian Business Number (ABN).

- 3.2.3. Under certain circumstances the AAS may need to collect sensitive information about you. This might include information or an opinion about an individual's race, ethnic origin, political opinions, membership of political, professional or trade associations, religious or philosophical beliefs, sexual orientation, criminal history or health information.
- 3.2.4. If we collect your sensitive information, we will do so only with your consent, if it is necessary to prevent a serious and imminent threat to life or health, or as otherwise required or authorised by law, and we take appropriate measures to protect the security of this information.
- 3.2.5. You do not have to provide us with your personal information. Where possible, we will give you the option to interact with us anonymously or by using a pseudonym. However, if you choose to deal with us in this way or choose not to provide us with your personal information, we may not be able to provide you with our services or otherwise interact with you.

### 3.3. [How do we collect](#) personal information

#### 3.3.1. We may collect your personal information when you:

- a. interact with us, including in person, over the phone, via email or postal mail, or online;
- b. subscribe to our mailing lists;
- c. are nominated for Fellowship or for an award;
- d. apply for a grant;
- e. register to attend an event;
- f. participate in surveys or questionnaires;
- g. apply for a position with us as an employee, contractor or volunteer
- h. make a payment to us;
- i. donate to us; and
- j. enter a competition.

#### 3.3.2. We will not collect your personal information on behalf of third parties, with the exception of the purpose of nominating or supporting external [awards](#).

### 3.4. [How do we use your personal information](#)

#### 3.4.1. We may use your personal information for many purposes in connection with our operations and activities including for the following

1. to communicate with you in relation to activities, services or events that we provide or facilitate;
2. to solicit and process donation(s) that you wish to make to us;
3. to provide you with information about science;
4. to nominate you to serve on committees, or to participate in activities or events;
5. to assess your nomination or application for an award or grant; and
6. to prepare statistics and reports on AAS programs and activities and on the Fellowship
7. to assist third parties who supply us goods, services and programs or who perform functions on our behalf
8. improve the quality of the services and programs we offer
9. deliver a more personalised experience or service offering
10. internal and research purposes

### 3.5. How do we protect your personal information

3.5.1. The AAS will take reasonable steps to ensure that the personal information that we hold about you is kept confidential and secure, including by:

- a. having robust physical security of our physical premises and records;
- b. taking measures to restrict access only to personnel who need that personal information to effectively provide services to you;
- c. having technology measures in place, for example firewalls, anti-virus software and other cyber defence methods;
- d. ensuring all personal information held in electronic form is stored in either:
  - i. the AAS Stakeholder Relationship Management System using the Salesforce platform. For more information on the system security visit [trust.salesforce.com](https://trust.salesforce.com); or
  - ii. the AAS Grant and Awards management platform (SmartyGrants or GoodGrants) For more information on the system security visit [FAQ - Good Grants - Grants management software](#) and [Privacy Policy & Terms of Use - ourcommunity.com.au](https://ourcommunity.com.au)

3.5.2. All banking and payment related information including credit card, charge card and debit bank account details is processed by any one of the following: eWay, Stripe or BPOINT. It is done so within the Data Base Vault of each payment gateway provider. All payment gateways used by the AAS are PCI DSS compliant using various methods of encryption via a secure browser. The AAS does not store any credit card, charge card and debit bank account information. Where this information is provided on paper it will be destroyed in a secure manner at the completion of the transaction. Examples of destruction in a secure manner include shredding, encryption or scrubbing of credit card numbers or contracting an authorised disposal company for secure disposal.

3.5.3. We will inform you if our purposes for collecting, using or disclosing your personal information change.

### 3.6. Retention of personal information

3.6.1. We will not keep your personal information for longer than we need to. In most cases, this means that we will only retain your personal information for the duration of your relationship with us unless we are required to retain your personal information to comply with applicable laws or regulations, for example record-keeping obligations.

### 3.7. Disclosure of your personal information to overseas recipients

3.7.1. An individual will be requested to provide consent for the AAS to disclose personal information to one or more overseas recipients, not including third party providers identified in 8.1.

### 3.8. Information collected through online activity

#### *Websites*

3.8.1. When you visit the AAS websites our servers collect routine logging information such as the pages visited, the time of your visit, the web browser that you are using and the IP address associated with your request.

3.8.2. The Academy uses this information for statistical purposes and for system administration tasks to maintain this service and to improve our understanding of the needs of users. We do not attempt to identify individuals, however, in the unlikely event of an investigation, the Academy, a law enforcement agency or other government agency may exercise its legal authority to inspect our server logs.

- 3.8.3. Please see website terms and conditions and the Terms of Use prior to using our websites. This Agreement documents the legally binding terms and conditions attached to the use of the site.
- 3.8.4. By accessing or using this site in any way, viewing or browsing the site, or adding your own content to the site, you are agreeing to be bound by these Terms of Use.

#### *Email*

- 3.8.5. We may share your email address with external service providers to facilitate specific services. This includes agencies such as mailing houses, information technology service providers, database services and financial institutions. We disclose your personal information only to the extent necessary for these suppliers to perform the requested services. In such cases, we ensure third parties are also bound by the Privacy Act 1988 (Cth) and the Australia Privacy Principles.

#### *Social Media*

- 3.8.6. We might include links to other sites, including social media sites (e.g. Facebook, YouTube, and Twitter), to make it easy to share information. These other sites might use web measurement tools, customisation technologies and persistent cookies to inform the service they provide to their users. We are not responsible for the privacy practices or the content of other websites, and we do not use, maintain or share personal information that is collected by other websites.

#### *Cookies*

- 3.8.7. Some Academy web pages and social media accounts may use cookies to enhance site functionality. You may use your browser preferences to disable cookies but this may affect your experience of the web site.
- 3.8.8. We keep a record of any search terms you use if you're searching our websites, but we don't associate that information with other information that we collect. We use these search terms to identify what people are looking for on our websites and to improve the services that we provide.

#### *Website Analytics*

- 3.8.9. In addition to web server logs, we use Google Analytics and Google Tag Manager, which are web analysis services provided by Google Inc. ('Google').
- 3.8.10. All the information we collect using Google Analytics and Google Tag Manager is for internal purposes only. We cannot identify individuals based on the data we collect and we will not publish any of it on our websites.
- 3.8.11. Reports obtained from Google Analytics are used to improve the efficiency and usability of our websites. Google Analytics uses cookies to help analyse how users use our websites. The information generated by the cookie about your use of our websites (including your IP address) will be transmitted to and stored by Google on servers in the United States. For more information on how Google uses the data collected, read [Google's Privacy Policy](#) and the [Google Analytics Terms of Service](#). To opt out and prevent your data from being collected by Google Analytics, you can download [Google's opt out add-on](#).
- 3.8.12. Google Tag Manager enables us to combine codes on different areas of the websites and collect data in ways that we cannot do with Google Analytics. For more information on how Google uses the data collected, read [Google's Privacy Policy](#).
- 3.8.13. By using our websites, you consent to Google processing data about you in the manner and for the purposes set out above.

#### *Direct Marketing*

- 3.8.14. We may use your information for the purposes of conducting direct marketing communications with you.

3.8.15. You can opt out of direct marketing at any time, by contacting us using the details under "Further information", below.

3.8.16. Third parties may be used to conduct direct marketing including, but not limited to, Campaign Monitor, SurveyMonkey, Drupal, Facebook, Twitter, Google AdWords, YouTube and Salesforce.

### 3.9. Collection of personal information from third parties

3.9.1. In some cases, where it would be unreasonable or impracticable to obtain your personal information directly from you, we may seek to obtain it from a publicly available source, or a third party.

### 3.10. Security Systems including CCTV

3.10.1. The AAS uses closed circuit television security cameras at its physical premises. The images recorded by the cameras may include identifiable images of people visiting or passing through the Academy premises. These images are stored in a secure environment, and access to these recordings is limited to authorised staff only. Where an incident has occurred warranting further investigation, the AAS may allow the recording to be viewed by people responsible for investigating the incident, both within the Academy and/or external investigative bodies or law enforcement agencies.

### 3.11. Accessing and correcting your personal information

3.11.1. The AAS will endeavour to keep your personal information accurate, complete and up to date.

3.11.2. You have a right to request access to personal information about you that we hold, and to request the correction of that personal information. This excludes referee reports for candidates and Fellows, nomination material and committee evaluations and reports, which are strictly confidential.

3.11.3. We will generally provide you with access to your personal information if practicable and will take reasonable steps to amend any personal information that is incorrect.

3.11.4. In some circumstances we may not permit access to your personal information, or may refuse to correct your personal information, in accordance with Australian law. If we do this, we will provide you with reasons for this decision unless it is unreasonable to do so.

3.11.5. if you wish to make a request to access or correct the personal information that we hold about you, please contact us using the details under "Further information", below.

### 3.12. Complaints

3.12.1. For complaints about how the AAS collects, processes or manages your personal information, please contact us using the details under "Further information", below. Note we may require proof of your identity and full details of your request before we can process your complaint.

3.12.2. Please allow a reasonable time for the AAS to respond to your complaint. It will not always be possible to resolve a complaint to everyone's satisfaction. If you are not satisfied with the AAS's response to a complaint, you have the right to contact the Office of Australian Information Commissioner (at [www.oaic.gov.au/](http://www.oaic.gov.au/)) to lodge a complaint.

### 3.13. Further information

3.12.1. To make an enquiry about our handling of your Personal Information, this Policy or to access or correct the personal information we hold about you, please contact our Privacy Officer:

Attention: Privacy Officer  
By Post: GPO Box 783, Canberra ACT 2601  
Email: [ict@science.org.au](mailto:ict@science.org.au)  
Phone: 02 6201 9400

### 3.14. Changes to our Privacy Policy

- 3.13.1. The AAS may make changes to this Policy from time to time to improve its effectiveness, to comply with legislative requirements or for any other reasonable purpose.
- 3.13.2. This Policy entirely replaces and supersedes any previous policies on the same or similar subject matter.

## 4. Definitions

- 4.1. For the purpose of this Policy, words defined in the Relevant Legislation have the meaning prescribed by that legislation.
- 4.2. All other words that have a defined meaning are in Capital Case and have the following meanings:
- 'AAS' means Australian Academy of Science ABN 90700613342, being the body corporate and politic established by Royal Charter
  - 'Personal information' has the meaning prescribed in paragraph 3.1.
  - 'Relevant Legislation' means the documents in paragraph 5.1
  - 'This Policy' means this Privacy Policy as amended from time to time.

## 5. Related Content

- 5.1. Relevant Legislation  
*Privacy Act 1988 (Cth)*

## 6. Document Information

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