

# Privacy Policy

## Overview

ASN Events Pty Ltd and ASN Conferences Pty Ltd (together “ASN”) are committed to protecting the privacy of individuals and handling personal information in accordance with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth).

“Personal information” means information or an opinion that identifies, or could reasonably identify, an individual.

This policy explains how ASN collects, uses, stores, discloses, and protects personal information.

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## Purpose

The purpose of this policy is to:

- Ensure ASN collects and manages personal information responsibly and lawfully.
- Protect the privacy and confidentiality of members, employees, contractors, suppliers, and other stakeholders.
- Explain individuals’ rights to access, correct, and make complaints about their personal information.
- Comply with all relevant privacy legislation and best practice standards.

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## Scope

This policy applies to:

- Employees, contractors, volunteers, and directors of ASN.
- Members, delegates, and participants in ASN-managed events or programs.
- Suppliers, service providers, and other individuals whose personal information ASN collects during its activities.

It covers all personal information collected, whether stored electronically, in hard copy, or in the cloud.

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## Collection of Personal Information

ASN collects personal information directly from individuals and, in some cases, from third parties. This may include:

- Contact information: name, address, telephone number, email.
- Demographic information: gender, date of birth.
- Professional information: qualifications, specialties, employment history.
- Activity-related information: participation in ASN events or programs.
- Sensitive information: health, medical history, and membership in other professional associations.

Collection methods include: website forms, surveys, delegate registration forms, email, telephone, and face-to-face contact.

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## Purpose of Use

Personal information is collected and used to:

- Provide membership services and maintain membership records.
- Deliver professional development, education, and training programs.
- Manage conferences, events, and other ASN activities.
- Support planning, policy, and service development.
- Conduct marketing, surveys, and communications with consent.
- Recruit suitable staff and communicate with employees.
- Facilitate communication with directors, committees, and stakeholders.

Secondary uses may occur only if permitted by law.

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## Disclosure

ASN does not disclose personal information except:

- For the primary purpose it was collected.
- For a secondary purpose required or permitted by law.
- To third-party service providers assisting ASN, under contracts that require protection of personal information.

- Member surveys conducted on behalf of third parties do not involve sharing personal information with that third party.
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## Storage and Security

ASN takes all reasonable steps to protect personal information from unauthorised access, use, disclosure, or alteration. This includes:

- Secure electronic and hard-copy storage.
- IT security systems, encryption, and access controls.
- Cloud or remote storage via contracted providers (e.g., Currinda Pty Ltd) with data securely stored in Australia and encrypted during transfer.
- Use of Secure Socket Layer (SSL) encryption for online data collection.
- Restricting access internally to staff who require it to perform their roles.

Records will be retained only as long as necessary or legally required, then deleted, destroyed, or de-identified.

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## Cookies and Website Tracking

ASN may use cookies to record visits to the website. Cookies:

- Do not personally identify individuals.
- Collect data such as IP address, browser type, platform, pages visited, and session length.
- Are used only to compile statistical information on website usage.

Users may disable cookies through their browser settings.

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## Access and Correction

Individuals may request access to, or correction of, their personal information by contacting ASN.

- Society members or delegates may update their information via their Currinda profile.
  - ASN will take reasonable steps to ensure personal information is accurate, complete, and up-to-date.
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## Complaints

Concerns about ASN's handling of personal information should be directed to:

**Executive Director**

Phone: (03) 8658 9530

Email: [tim.h@asnevents.net.au](mailto:tim.h@asnevents.net.au)

Complaints may need to be submitted in writing. ASN will investigate and respond in a timely manner.

If unresolved, individuals may contact the **Office of the Australian Information Commissioner (OAIC)**: [www.oaic.gov.au](http://www.oaic.gov.au)

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## Review

This policy will be reviewed regularly and updated as required to maintain compliance with applicable legislation and best practice standards.

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## Contact Information

For further information about this Privacy Policy or ASN's handling of personal information, please contact:

**ASN Events Pty Ltd**

Level 2, 5 Queens Road, Melbourne, VIC 3004

Email: [tim.h@asnevents.net.au](mailto:tim.h@asnevents.net.au)