

Privacy Policy

Thank you for visiting the Asbestos Diseases Society of Australia Inc. (ADSA) website. By using our website, you agree to our Privacy Policy so please read it carefully.

Our privacy commitment

This Privacy Policy outlines our commitment to protecting the privacy of personal information provided to us, or otherwise collected by us, offline or online, including in person, in writing, via email, over the telephone and through our websites. It describes how we handle personal information in accordance with the Australian Privacy Principles in the *Privacy Act 1988*. This Privacy Policy may be amended from time to time.

Key terms used in this Privacy Policy

- The expressions “**we**”, “**us**” or “**our**” refer to Asbestos Diseases Society of Australia Inc. (ABN 70 388 918 998). You can learn more about ADSA [here](#).
- The expressions “**you**” and “**your**” refer to each individual whose personal information we may collect, hold or use, where we are required to comply with the Privacy Act in respect of such personal information.
- “**Privacy Policy**” refers to this document.

Personal information

Personal information may be collected by ADSA, from you directly or via third parties. The type of personal information we collect includes, but is not limited to, the following:

- your name;
- your personal contact details, including email address, mailing address, street address and/or telephone number;
- your work contact details, including company name, website, email, mailing address, street address and/or telephone number;
- your date of birth;
- your gender;
- your credit card or other payment details directly through our website or through our third party payment processor;
- your demographic information, such as postcode;
- your preferences in relation to volunteering activities and times;
- your reasons for donating;
- information you provide to us through customer surveys;

- your work history and/or details of exposure to dust particulates as part of applying, enquiring or registering for activities or services;
- your work history as part of applying, enquiring or registering for volunteering, contractor or employment opportunities;
- details of products and services we have provided to you and/or that you have enquired about, and our response to you;
- your browser session and geo-location data, device and network information, statistics on page views and sessions, acquisition sources, search queries and/or browsing behaviour;
- information about your access and use of our website, including through the use of internet cookies, your communications with our website, the type of browser you are using, the type of operating system you are using and the domain name of your internet service provider;
- additional personal information that you provide to us, directly or indirectly, through your use of our website, at face to face fundraising events or participation in our services, through associated fundraising applications, associated social media platforms and/or accounts from which you permit us to collect information; and
- any other personal information requested by us and/or provided by you or a third party.

Collection and use of personal information

We collect personal information from people who are connected to our operations and activities – including potential employees, donors and volunteers. We collect personal information when you contact us, make a donation or apply for a job with us. We may collect, hold, use and disclose personal information for the following purposes:

- to enable you to access and use our website, associated applications and associated social media platforms;
- unless you choose to opt-out, to publicly acknowledge your donation including (without limitation) on our website, in our reports or via other stewardship channels;
- to contact and communicate with you and enable you to receive information about our services and programs;
- to enable you to donate to us and for us to generate and provide receipts for your donations;
- to send you a one-off card notification or receipt of a donation gift made on your behalf (if your details are collected from a third party for this purpose we will only use them for this purpose and our card notification will act as our notice to you of the collection);
- for internal record keeping and administrative purposes;
- for analytics, market research and business development, including to operate and improve our website, services, programs, associated applications and associated social media platforms;
- to run competitions and/or offer additional benefits to you;

- for advertising and marketing activities, including to communicate promotional information about our products, services and events which we think you may be interested in (unless you have opted not to receive such notifications), as well as information about third parties that we think may be of interest to you;
- to comply with our legal obligations and resolve any disputes that we may have; and
- to consider your volunteer, contractor or employment application, provide training and communicate future opportunities.

Disclosure of personal information to third parties

We do not share your information with any third parties unless we have your specific consent to do so. To the extent permitted by the *Privacy Act 1988* and other applicable privacy laws, we may disclose personal information to:

- third party service providers for the purpose of enabling them to provide their services, including (without limitation) those who assist in processing our donations, IT service providers, data storage, web-hosting and server providers, debt collectors, maintenance or problem-solving providers, marketing or advertising providers, professional advisors and payment systems operators;
- our volunteers, contractors, employees, or related entities, who assist us in providing information, products or services to you;
- other Australian charities to enable them to send you information about their goods, services and programs that they consider may be of interest to you;
- sponsors or promoters of any competition we run;
- anyone to whom our business or assets (or any part of them) are, or may (in good faith) be, transferred;
- courts, tribunals, regulatory authorities and law enforcement officers, as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights;
- third parties, including agents or sub-contractors, who assist us in providing information, products or services to you;
- third parties to collect and process data, such as Microsoft Dynamics, Microsoft Power BI, and social media pixels. This may include parties that store data outside of Australia; and
- any other third parties you authorise us to disclose personal information to.

Where we disclose your personal information to third parties, we will request that the third party handle your personal information in accordance with this Privacy Policy.

By providing us with personal information, you consent to the disclosure of your personal information to third parties who reside outside Australia and acknowledge that we are not required to ensure that those third parties comply with Australian privacy laws.

How we treat personal information that is also sensitive information

Sensitive information is a sub-set of personal information that is given a higher level of protection under the Australian Privacy Principles. **Sensitive information** refers to

information relating to your racial or ethnic origin, political opinions, religion, trade union or other professional associations or memberships, philosophical beliefs, sexual orientation or practices, criminal records, health information or biometric information.

We will not collect sensitive information about you without first obtaining your consent.

In certain circumstances with your consent we will collect de-identified health information for the purposes of compiling a database of information on dust diseases exposure and treatments in Australia and other related purposes.

Sensitive information may also be used or disclosed if required or authorised by law.

Your rights and controlling your personal information

Choice and consent: Please read this Privacy Policy carefully. By providing personal information to us, you consent to us collecting, holding, using and disclosing your personal information in accordance with this Privacy Policy. You do not have to provide personal information to us, however, if you do not, it may affect your use of this website or the programs and/or services offered on or through it.

Information from third parties: If we receive personal information about you from a third party, we will protect it as set out in this Privacy Policy. If you are a third party providing personal information about somebody else, you represent and warrant that you have such person's consent to provide the personal information to us.

Restrict: You may choose to restrict the collection or use of your personal information for direct marketing purposes. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by contacting us using the details below.

Access: You may request details of the personal information that we hold about you. An administrative fee may be payable for the provision of such information. In certain circumstances, as set out in the *Privacy Act 1988*, we may refuse to provide you with personal information that we hold about you.

Correction: If you believe that any information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us using the details below. We will take reasonable steps to correct any information found to be inaccurate, incomplete, misleading or out of date.

Complaints: If you believe that we have breached the Australian Privacy Principles and wish to make a complaint, please contact us using the details below and provide us with full details of the alleged breach. We will promptly investigate your complaint and respond to you, in writing, setting out the outcome of our investigation and the steps we will take to deal with your complaint.

Unsubscribe: To unsubscribe from our e-mail database or opt-out of communications (including marketing communications), please contact us using the details below or opt-out using the opt-out facilities provided in the communication.

Data storage and security

We are committed to ensuring that the personal information we collect is stored securely, whether in electronic files, in hard copy or in the cloud. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the personal information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

When using our website, you should be aware that no data transmission over the internet can be guaranteed as totally secure. We therefore cannot guarantee the security of any information that is transmitted to or by us over the internet. The transmission and exchange of information is carried out at your own risk. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that the personal information we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

Website usage and cookies

Like many other web sites, the ADSA web site may use a standard technology called a 'cookie' to collect information about how you use the site.

Cookies cannot be used to personally identify you. Cookies are text files placed in your computer's browser to store your preferences. Cookies, by themselves, do not tell us your email address or other personally identifiable information, but does identify computers. Cookies can also allow third parties, such as Google and Facebook, to promote our advertisements on your social media and online media feeds as part of our retargeting campaigns. If and when you choose to provide our website with personal information, this information may be linked to the data stored in the cookie.

You can set your browser to notify you when you receive a cookie, and this will provide you with an opportunity to either accept or reject it in each instance.

You can also delete cookies that have already been set. If you wish to restrict or block web browser cookies which are set on your device then you can do this through your browser settings.

We may gather your IP address as part of our business activities and to assist with any operational difficulties or support issues with our services. We typically log your IP address (the Internet address of your computer) to give us an idea of which parts of our web site you visit and how long you spend there. This information does not identify you personally.

Complaints

Complaints about a breach of our Privacy Policy must be made in writing to the Privacy Officer by email: info@asbestosdiseases.org.au or post.

The Asbestos Diseases Society of Australia Inc. will investigate any complaint and notify the complainant, in writing, of any decision in relation to the complaint as soon as practicable.

Data breaches will be handled in accordance with our data breach response plan and notifications will be made as required by law.

If a complainant is not satisfied with the response they can refer the complaint to the Office of the Australian Information Commissioner.

Links to other websites

Our website may contain links to other websites. We do not have any control over those websites and we are not responsible for the protection and privacy of any personal information which you provide whilst visiting those websites. Those websites are not governed by this Privacy Policy.

Amendments

We may, at any time and at our discretion, change or update this Privacy Policy by publishing the amended Privacy Policy on our website. You may not be directly notified of such a change so we recommend you check the Privacy Policy on our website regularly to ensure you are aware of our current Privacy Policy.

For any questions or notices, please contact our Privacy Officer at:

Asbestos Diseases Society of Australia Inc.

Phone: (08) 9344 4077

Email: info@asbestosdiseases.org.au

Last update: 2 March 2023