



PRIVACY POLICY

This privacy policy (“Privacy Policy”) applies to the Australian Institute of International Affairs (AIIA) and its Branches in the States and Territories. AIIA knows you care about how your personal information is used and shared – and we take your privacy seriously.

This Privacy Policy applies to all of your activities on our websites, services, web and mobile applications. It describes and governs our practices regarding the collection, processing and usage of information we collect from Users.

By using or accessing the Service in any manner, you acknowledge that you accept the practices and policies outlined in this Privacy Policy, and you hereby agree that we may collect, use, and share your information as set forth below.

We reserve the right to periodically update and change this Privacy Policy and will post any changes to this Privacy Policy on this page. If you have any questions about this Privacy Policy, please contact us by email on admin@internationalaffairs.org.au

1. Personal Data We Collect

- a. We collect Personal Data from you when you use the Service, including when you register for access to the Service, contact us with inquiries, use our mobile applications, respond to one of our surveys or browse any of our websites. The Personal Data we may collect includes name, date of birth, address, personal phone number and email address.

2. Use of Personal Data

- a. We may use your Personal Data for purposes including the following:
 - i. To provide you with the features, functions and benefits of the Service;
 - ii. To provide you with notices related to your use of the Service;
 - iii. to provide you with promotional and marketing emails (you can opt-out of receiving certain types of promotional and marketing emails – but in such case you may not receive the full benefit of the Service; opting-out can be done under Settings when you are logged in to your Service account);
 - iv. to help personalise the Service experience for you (including remembering your information so you will not have to enter it each time you use the Service).

3. Sharing, Transfer and Disclosure of Personal Data

- a. We will not share your Personal Data with companies, organisations or individuals other than the AIIA and its Branches, except in the following circumstances:
 - i. Sharing with explicit consent. We will share your Personal Data with other parties with your explicit consent.
 - ii. Sharing as required by laws or contractual obligations.
 - iii. Sharing with authorised partners, for example if we co-host an event with another organisation. Our partners have no right to use the shared Personal Data for any other purposes other than providing their products or services to you.

4. Security

- a. We take various precautions to protect your Personal Data from loss, misappropriation and misuse, and from being accessed, disclosed, modified or



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destroyed without permission. In order to ensure the safety of your Personal Data, we have established strict information security provisions and procedures to protect your Personal Data.

- b. In the event of any Personal Data security breach, we will, in accordance with the requirements of applicable laws and in all cases within 30 days, notify you of the basic information and possible consequences of such security breach, actions we have taken or will take in response to the breach, suggestions on how you may prevent and reduce risks on your own, and actions we will take on your behalf.