

## About Privacy

This is the Privacy Policy standard to be achieved, or exceeded, by all employees and Office Bearers of the ACS Foundation and for others providing services to or on behalf of the ACS Foundation including those providing web sites within the acsfoundation.com.au and foundationjobs.com.au domains.

Protecting personal information is important to the ACS Foundation and personal information will be held in strictest confidence. Personal information will only be used for the purposes it was collected or in any way that the provider gives ACS Foundation permission to use it.

## Collection

"Personal Information" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

The ACS Foundation collects personal information for the purpose of providing members and applicants with a comprehensive range of services. These services include valuable information regarding relevant career opportunity, products and services from the ACS Foundation and appropriate contracted third parties. When collecting personal information by whatever means the ACS Foundation will ensure that appropriate notices are given and consents obtained in accordance with the National Privacy Principles contained in schedule 3 of the **Privacy Act 1988 (Privacy Act)**.

Most information is collected directly from the individual concerned. The ACS Foundation also obtains some personal information from third party sources. In such cases ACS Foundation will require a warranty from the third party that the information has been collected in accordance with National Privacy Principles, including notification that the information may be disclosed to organisations like the ACS Foundation.

## Disclosure of personal information

Personal information provided to ACS Foundation will not be disclosed to other organisations or individuals without the provider's express permission or when obliged to provide such information by lawful authority. The ACS Foundation will from time to time enter into contractual agreements with other organisations (such as donors or host organisations) to provide services/benefits to ACS Foundation members and applicants. On occasion, personal information on ACS Foundation members and applicants will be released to those contracted organisations for the purposes that the contract was entered into. Members and applicants are able to opt out of receiving communications from these organisations at any stage of the application process by contacting the ACS Foundation or by amending their details on the ACS Foundation web site.

ACS Foundation will never sell, trade, lease or rent any personally identifiable information to other companies except as stated and agreed when collecting information from members or other persons.

The ACS Foundation reserves the right to communicate with members and applicants about the essential affairs of the ACS Foundation. All ACS Foundation employees, Office Bearers and other authorised persons are required to sign an undertaking that they will protect personal information on ACS Foundation members that they collect or have access to in the course of their duties.



## ACS Foundation Websites

Visitors may remain anonymous when visiting an ACS Foundation website. The ACS Foundation will not collect any personal information about individuals unless that information is required to provide a particular service such as when a visitor completes an application form or a conference registration.

Like most web sites, when accessing ACS Foundation's web site log files can and will be generated by the web servers that show the IP address of the visitor, date, time, and pages visited. The ACS Foundation may review the information in the web sites logs from time to time and the logs may be periodically deleted. Information in web logs will be used in the aggregate to generate statistics about access to ACS Foundation sites.

## E-Mail Lists and Newsletters

The ACS Foundation collects and manages a number of electronic mailing lists which are maintained and distributed as newsletters through Campaign Monitor. These lists are subject to industry privacy standards and list members are advised to read the sign up terms and conditions prior to joining such lists. All distributed lists include the required opt-in and opt-out (unsubscribe) functions for the subscriber.

## Social Media

The ACS Foundation is active as a business on several social media sites including but not limited to facebook, twitter, and LinkedIn. The ACS Foundation will operate within the privacy conventions of each social media site, taking every care to keep communication private within the bounds of the channel initiated by the member, applicant, follower, or fan.

When publically sharing information on social media, the ACS Foundation will only represent and share career and job opportunities for which it has a contractual arrangement with a host organisation. The representation of that opportunity will accurately reflect the company and the description it has designated.

## Google Ads

The ACS Foundation utilizes the Google Suite of products to promote its services through google search. The construction of Google Ads will utilize key words which accurately reflect arrangements which the ACS Foundation engages in.

## Internal Records Management

The ACS Foundation maintains a secure email and file storage system and records management system. Access to student and donor folders will be restricted to only those ACS Foundation employees who require access to that information in order to perform their duties. Email and electronic file records are managed using Microsoft Office 365 suite of products.

## Security of personal information

The ACS Foundation will maintain all personal information, including members and 'in-house' mailing list subscriber details and web server logs, in controlled environments that are secured against unauthorised access. Proof of identity is to be required before information is released to any person, including a member. Encryption must be used to protect personal information provided in online forms.

## Correct, update or delete personal information

Every effort is to be made to ensure that personal information held on members and applicants is current, accurate and complete.

The ACS Foundation must provide the opportunity and means for personal information to be accessed on request by the individual concerned and amended where appropriate. When a request is made, it must be acted upon in an expeditious manner.

## Access to Personal Information

A member or applicant's identity needs to be validated before his/her personal information is divulged when requested. A member or applicant wishing to sight all the information that the ACS Foundation has collected on them can do so by, either in writing or by email, making a request to the ACS Foundation at Level 11, 50 Carrington St, Sydney 2000 (Email: [info@acsfoundation.com.au](mailto:info@acsfoundation.com.au))

A member attending an ACS Foundation office by arrangement to sight their information will need to prove their identity which should include some photographic identity such as a driver's licence or passport.

## Contracted Service Providers

Contracts with all service providers/consultants whose service involves access to personal information must be subject to contract terms that include compliance with the ACS Foundation Privacy Policy. Specifically, third parties, such as mailing houses, which receive personal information in order to provide a service for the ACS Foundation are required to sign an undertaking that the information will only be used for the purpose for which the information was provided.

## Notifiable Data Breaches (NDB) Scheme

The NDB Scheme was established by the passage of the *Privacy Amendment (Notifiable Data Breaches) Act 2017*. The ACS Foundation complies with the NDB Scheme. Any relevant data breaches will be notified to the Commissioner through the [Notifiable Data Breach form](#). If the data breach affects an additional entity, then the ACS Foundation will also notify the individuals and/or affected organisations as soon as practicable after completing the statement prepared for notifying the Commissioner (s 26WL(3))

## Confirming Compliance

The ACS Foundation has a detailed plan for ensuring continuing compliance with the terms of the Australian *Privacy Act 1988* (Privacy Act). The ACS Foundation undertakes an external audit on a regular basis which reviews among other things the ACS Foundations compliance with privacy regulations.