
American Australian Association Limited - Privacy Policy

American Australian Association Limited (ACN 119 727 847) (**AAA**) respects and is committed to protecting your privacy. We are bound by the National Privacy Principles in the *Privacy Act 1988* (Cth) (the **Privacy Act**).

What we collect

We collect personal information about individuals who apply for membership of AAA, or who are, or are employed by, our affiliates, customers, suppliers, consultants, external service providers etc. You are not required to provide us with any personal information when visiting our website, but we collect information about people who apply for the permission to log-in to our website. We may also collect personal information if you apply for scholarships or other funding. Generally, if appropriate, we will tell you why we are collecting personal information when we collect it and how we plan to use it or this will be obvious when we collect the information.

We usually collect personal information such as your name, job role, company, address, telephone number(s), email address(es), spouse/partner name, telephone, email address (as applicable) assistant name, telephone number(s), and assistant's email. To the extent that you give us information in relation to a third party (eg, spouse /partner, assistant details), you must ensure that person views a copy of this Privacy Policy.

Sometimes we need to collect information about your credit card or other payment arrangements, in order to conduct a transaction or provide services that you request, whether or not that is done through our website. When this happens we will only use that information for the agreed purpose and will not store details of your credit card or other payment information for longer than necessary.

We generally do not collect sensitive information (as defined in the Privacy Act).

How we use personal information

We use your information to further the objectives of AAA, which can include uses such as maintaining a database that records your interest in certain events and activities conducted by AAA. From time to time we might provide and market our services to you, or those of our sponsors. From time to time we might also use your information to fulfil associated administrative and other functions.

Sometimes when you provide personal information it will be transferred to a server outside Australia that we use to host the website. By providing your personal information you consent to your information being transferred out of Australia.

From time to time we might display photographs on our website that were taken at events that involved AAA.

When you visit our website, or download information from it, our Internet Service Provider, uecomm (a wholly owned subsidiary of Optus Networks Pty Ltd), makes a record of your visit and records the following information: your internet address, your domain name if applicable, the date and time of your visit to the website, the pages you accessed and documents downloaded, the previous website you have visited and the type of browser you are using. This information is only used for statistical and website development purposes.

We may use cookies on the Website. If you are registered as a user, we may use a main cookie which carries your unique identification number to ensure that you remain on your account and are

not able to review another user's account. The date in this main cookie is encrypted. Other minor cookies may be used, but contain flags that assist with website navigation from one page to another, and do not store any of your personal information.

A cookie is a small message given to your web browser by our web server. The browser stores the message in a text file, and the message is then sent back to the server each time the browser requests a page from the server.

When cookies are used on this site, they are used to store information relating to your visit such as a unique identifier, or a value to indicate whether you have seen a web page. They are used to distinguish your Internet Browser from other browsers. This site will not store personal information such as email address or other details in a cookie.

Most Internet browsers are set up to accept cookies. If you do not wish to receive cookies, you may be able to change the settings of your browser to refuse all cookies or to notify you each time a cookie is sent to your computer, giving you the choice whether to accept it or not.

From time to time, subject to your consent, we may share your information with other members of AAA, whether inside or outside Australia, in order to, for example, recommend your professional services or provide our parent organisation, AAA Inc with your member details in relation to events participation. We will not advertise your services in a general manner. We will not disclose your information to our sponsors.

Organisations to which we might typically disclose personal information include our consultants, advisors and other service providers (for example, mailing houses). If we do this we require these parties to protect your information in the same way we do.

Security, Access and Complaints

We regard the security of your personal information as a priority and implement a number of physical and electronic measures to protect it. We remind you, however, that the Internet is not a secure environment and although all care is taken, we cannot guarantee the security of information you provide to us via electronic means.

In most circumstances, you have a right to access any personal information which we collect and hold about you and to have it corrected if it is wrong. Through our website it is possible for you to access and amend or remove your information that we hold. Alternatively, please contact our Privacy Officer to ask for access to your information or if you have a complaint concerning your information privacy. We may deny your request for access in some circumstances, if we do this we will tell you why.