

ASCEPT Privacy Policy

RESPONSIBLE	The ASCEPT Board
APPROVED BY	ASCEPT Board
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RESPONSIBLE ORGANISATIONAL UNIT	Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists (ASCEPT)

CONTENTS

1	Purpose, application and scope	1
1.1	Application	1
1.2	Purpose and scope	1
2	What type of personal information do we collect?	1
3	How does ASCEPT collect and hold that information?	2
3.1	Collection	2
3.2	Storage	2
3.3	Server log files	2
3.4	Cookies	2
3.5	Web beacons	3
3.6	Google Analytics	3
3.7	Google Groups	3
3.8	LinkedIn	4
4	Why do we collect, use and disclose Your personal information?	4
4.1	Purpose of collection and use	4
4.2	Disclosure to third parties	5
4.3	Direct marketing	5
4.4	Securing Your information	5
5	How can I access my personal information?	5
6	In what circumstances will my personal information be sent overseas?	6
7	European Union General Data Protection Regulation	6
7.1	EU General Data Protection Regulation	6
7.2	Grounds for processing	6
8	Can I lodge a complaint?	6
9	How do I contact ASCEPT in relation to my personal information?	7
10	Amending this Privacy Policy	7

1 Purpose, application and scope

1.1 Application

This Privacy Policy applies to any and all personal information that You provide to us from time to time.

By providing us with personal information, You consent to us collecting, holding, using and disclosing that personal information in accordance with this Privacy Policy as amended and published by The Australasian Society Of Clinical And Experimental Pharmacologists And Toxicologists ABN 78 008 461 354 (ASCEPT) from time to time.

1.2 Purpose and scope

ASCEPT is committed to complying with its obligations under the applicable privacy legislation and rules.

This Privacy Policy sets out the following matters:

- (a) the kinds of personal information that ASCEPT may collect and hold;
- (b) how ASCEPT collects and holds that personal information;
- (c) the purposes for which ASCEPT collects, holds, uses and discloses that personal information;
- (d) how You may access the personal information that ASCEPT holds on You, and how You may apply to have that personal information corrected;
- (e) in what circumstances Your personal information might be held or disclosed overseas; and
- (f) how You may lodge a complaint about a breach of privacy in respect of Your personal information and how ASCEPT will deal with such a complaint.

2 What type of personal information do we collect?

We may collect and hold some or all of the following personal information about You:

- (a) Your name, address, occupation, employer and the position You hold with that employer;
- (b) Your contact details such as telephone number, address, business address and email address;
- (c) Your choice of gender identification and race;
- (d) details of Your business (if applicable), including Your ABN (if any);
- (e) financial information relating to payments made by You to ASCEPT (including credit card details and / or bank account details); and
- (f) any other personal information which we reasonably require:
 - (i) in Your dealings with ASCEPT;
 - (ii) in order to provide You with a service offered by ASCEPT; or
 - (iii) in order to carry out a function of ASCEPT.

Any financial information that ASCEPT collects from You will be collected and held by secure means and will be destroyed and / or deleted upon conclusion of Your dealings with ASCEPT.

3 How does ASCEPT collect and hold that information?

3.1 Collection

ASCEPT may collect personal information directly from You:

- (a) during dealings with You in person;
- (b) when You submit information to ASCEPT either through our website or by other means;
- (c) when You register as a member of ASCEPT;
- (d) when You register for ASCEPT events either through ASCEPT or a third party event organiser;
- (e) in connection with ASCEPT providing You with a service or otherwise in carrying out its functions;
- (f) in connection with the following ASCEPT policies:
 - (i) Equity, Diversity and Inclusion; and
 - (ii) Reconciliation Action Plan,
- (g) ASCEPT may also collect personal information about You from third parties, including your employer amongst others.

3.2 Storage

Your personal information may be held in hard copy or electronic storage facilities / databases (**Cloud**), or by a combination of those means.

In all cases of storage of Your personal information, ASCEPT will employ reasonable security measures in order to protect Your personal information from unauthorised access, use or disclosure.

3.3 Server log files

ASCEPT collects information sent to it by Your browser and stores this information in its server log files. This information includes:

- (a) browser type and version;
- (b) operating system used;
- (c) referrer URL (the previously visited page);
- (d) host name of the accessing computer (IP address); and
- (e) the time at which the server is queried.

This data will not be merged with other data sources.

3.4 Cookies

Our website uses what are known as “cookies”. The use of cookies allows for intermediate storage of data and helps to make our online content more user-friendly, effective and secure. Cookies are small text files that are kept on Your computer and stored by Your browser.

Most of the cookies we use are so-called “session cookies” that are deleted automatically when You leave the site. Cookies do not cause any damage to Your computer and contain no viruses.

Via Your browser settings, You can deactivate the use of cookies at any time, in whole or in part. However, if cookies are deactivated, You may not be able to use the full functionality of our website. By not disabling cookies in Your browser, You consent to ASCEPT collecting and storing such information.

3.5 Web beacons

Single pixel GIFS, or web beacons, may be placed, from time to time, in our newsletters. Web beacons are invisible image files that are associated with the user ID of the respective email recipient. For every newsletter sent including web beacons, the web beacons provide information specifying which recipients have opened the newsletter, the date and time the newsletter was opened and whether or not the recipient has clicked on certain links contained in the newsletter. This data is used for anonymous statistical analysis and to optimise the content and structure of the newsletters.

If You want to prevent the use of web beacons in our newsletters, adjust the settings in Your mail program to stop html from being displayed.

3.6 Google Analytics

For the purpose of recognising trends and improving our online service, our website may, from time to time, utilise “Google Analytics”, a web analytics service of Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA, and Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Dublin, D04 E5W5, Ireland.

Google Analytics employs what are known as “cookies”, text files that are stored on Your computer and enable Your use of the website to be analysed. Information generated by a cookie about Your use of the website (including Your IP address) is transferred to one of Google’s servers in the US or Ireland, where it is stored. Google uses this information to evaluate Your use of the website, create reports about activity on the website and provide other services related to the use of the website and the Internet. Google may also transfer this information to third parties if it is legally required to do so or to enable third parties to process the data on Google’s behalf. Under no circumstances is Your IP address associated with other Google data.

By using the website, You consent to data collected about You being processed by Google in the aforementioned manner and for the aforementioned purpose.

You may object to the future collection of data by Google Analytics by installing a deactivation add-on for Your browser: <https://tools.google.com/dlpage/gaoptout?hl=en> (which opens in a new window).

3.7 Google Groups

For the purpose of conducting online forums, ASCEPT utilises “Google Groups”, a discussion group service of Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA,

and Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Dublin, D04 E5W5, Ireland.

Google Groups requires You to login to Google via Your personal or professional Google account. Any information provided to Google while logging into or creating Your Google account, as well as Your use of Google Groups, is transferred to one of Google's servers in the US or Ireland, where it is stored. Google uses this information to evaluate Your use of Google Groups, create reports about activity on Google Groups and provide other services related to the use of Google Groups and the Internet. Google may also transfer this information to third parties if it is legally required to do so or to enable third parties to process the data on Google's behalf.

By using the Google Groups associated with ASCEPT, You consent to data collected about You being processed by Google in the aforementioned manner and for the aforementioned purpose.

3.8 LinkedIn

To raise awareness of ASCEPT, our website may, from time to time, contain plug-ins of the social network LinkedIn operated by LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland. The LinkedIn plug-in (LinkedIn "Recommend" button) can be identified by the LinkedIn logo. When You visit a page on our website that contains such a plug-in, a direct connection is established between Your browser and the LinkedIn server, providing LinkedIn with the information that You have visited this website with Your IP address. By clicking the LinkedIn button while logged in to Your LinkedIn account, You can link the contents of our website to Your LinkedIn profile. This allows LinkedIn to associate Your visit of our website with Your user account. Please note that, as the provider of our website, we are unaware of the content of the data transmitted and its use by LinkedIn. Further information is available at: www.linkedin.com/legal/privacy-policy.

4 Why do we collect, use and disclose Your personal information?

4.1 Purpose of collection and use

The purposes for which ASCEPT collects, holds, uses and discloses Your personal information are as follows:

- (a) to identify You;
- (b) to provide You with services that You request from ASCEPT (including members services and events) from time to time and to assist You with any enquiries You may have;
- (c) to promote our services to You;
- (d) to provide You with information, correspondence and other documents;
- (e) to assess an application for employment with ASCEPT;
- (f) to maintain ASCEPT's databases; and
- (g) to otherwise carry out ASCEPT's functions.

ASCEPT will use and disclose the personal information that You provide to ASCEPT for the purposes set out above and as otherwise notified by ASCEPT to You at the time of collecting

that personal information. ASCEPT will also use and disclose Your personal information as otherwise set out in this Privacy Policy or authorised or required by the law.

4.2 Disclosure to third parties

From time to time ASCEPT may disclose Your personal information to third parties, including, without limitation, our related bodies corporate, service providers, contractors or professional advisors, as follows:

- (a) to provide You with the services requested by You (including attendance at ASCEPT events organised by third parties);
- (b) to promote our other services to You; and
- (c) for any other purposes identified in this Privacy Policy or authorised or required by the law.

4.3 Direct marketing

Unless otherwise expressly requested by You, ASCEPT may use or disclose Your personal information to provide You with direct marketing material.

That marketing material may include information on ASCEPT's services, or the products and / or services of third parties that ASCEPT thinks may be of use or interest to You.

ASCEPT will provide You with means by which You may choose to opt-out of receiving any such direct marketing materials.

4.4 Securing Your information

The website www.ascept.org is operated using a valid SSL certificate. SSL certificates ensure that online traffic remains confidential even though the Internet is public, and they encrypt connections to our website www.ascept.org using HTTPS.

In addition, ASCEPT has taken appropriate technical and organisational measures to guarantee adequate security and to protect Your data against loss and unauthorised access. The measures taken are regularly reviewed for their effectiveness and adjusted if necessary.

5 How can I access my personal information?

Unless an exception applies under the law, ASCEPT will provide You with access to the personal information ASCEPT holds about You upon receiving a request from You in writing, addressed to one of the contact details provided in section 0 below.

Prior to complying with a request for access received from You, ASCEPT may require that You provide ASCEPT with proof of Your identity, and payment for any reasonable costs that ASCEPT will incur in complying with Your request.

You may correct any of Your personal information that ASCEPT holds, by sending a request in writing to the contact details listed in section 0 below. You must update Your personal information held by ASCEPT within a reasonable time of any change occurring.

6 In what circumstances will my personal information be sent overseas?

ASCEPT may utilise Cloud based storage solutions, Google Analytics, Google Groups and LinkedIn, which could result in Your personal information being used or stored on a server located overseas.

7 European Union General Data Protection Regulation

7.1 EU General Data Protection Regulation

If You are a user of ASCEPT's services in the European Union, then any processing by ASCEPT of Your personal information must be in accordance with the the EU General Data Protection Regulation (GDPR).

Under the GDPR, in addition to any other right You have under this Privacy Policy, You have a right to:

- (a) request an explanation of the personal information that ASCEPT has about You and how ASCEPT uses that personal information;
- (b) request the deletion of Your personal information under certain circumstances;
- (c) object to ASCEPT's processing of your personal information, including for marketing purposes based on profiling; and
- (d) request a copy of Your personal information that ASCEPT has collected about You, and access it in a structured, commonly used and machine-readable format for the purposes of transferring it to another party.

7.2 Grounds for processing

In accordance with the GDPR, ASCEPT processes Your personal information on the following legal grounds:

- (a) the processing of Your personal information is necessary for the performance of ASCEPT's contract with third parties for the provision of services;
- (b) the processing is necessary for ASCEPT to comply with its legal obligations including disclosing Your personal information to relevant law enforcement agencies;
- (c) the processing is necessary for ASCEPT's legitimate interests. This will include processing for the purposes outlined in this Privacy Policy, for direct marketing purposes and to enforce its contract with third parties; and/or
- (d) You have consented to the processing. You may revoke Your consent at any time, but if You revoke Your consent it may limit the services that ASCEPT is able to provide or which You are able to access.

8 Can I lodge a complaint?

You may lodge a complaint regarding an alleged breach of this Privacy Policy or the privacy legislation / rules that ASCEPT is bound to comply with, by making a complaint in writing addressed to one of the contact details set out in section 0 below.

Upon receiving Your complaint, it will be referred to ASCEPT's Privacy Officer for consideration and a response. ASCEPT will endeavour to provide You with a response to Your complaint within 14 days of receipt of Your complaint, or within a further reasonable period of time.

ASCEPT may refer Your complaint to a third party such as ASCEPT's professional or legal advisers, in order to obtain advice in relation to the complaint received.

ASCEPT will take all reasonable steps available to it to resolve Your complaint and any issues which arise from our failure to comply with our obligations under any applicable privacy legislation or rules to which ASCEPT is bound.

9 How do I contact ASCEPT in relation to my personal information?

If You wish to update Your personal information, access Your personal information or if You wish to lodge a complaint regarding how ASCEPT has handled Your personal information, please contact ASCEPT's Privacy Officer via the below details:

Postal Address: PO Box 351, Hamilton Central QLD 4007

Email Address: ascept@ascept.org

Telephone: 07 3833 9610

10 Amending this Privacy Policy

We have the right to amend this Privacy Policy at any time by posting a revised version on our website and any mobile application ASCEPT has in use from time to time.