

Australasian Sound Recordings Association Inc.

Privacy Policy

The Australasian Sound Recordings Association (ASRA) is committed to upholding the Australian Privacy Principles. This Privacy Policy is based on the Australian Privacy Principles contained in Schedule 1 in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 which amends the Privacy Act 1988.

Protecting personal information is important to ASRA and personal information will be held in strictest confidence.

Personal information will only be used for the purposes it was collected or in the way that the information provider has given ASRA permission to use it.

What is personal information?

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

The types of personal information we collect may include:

- your name;
- title;
- date of birth;
- gender;
- contact details (for example street address, postal address, email address);
- employer details; and
- credit/debit card information.

Whose personal information do we collect?

We collect personal information from people who are members, prospective members, who request information about ASRA, sponsors, institutions involved in sound recordings/archiving, suppliers, service providers and persons who donate or provide support to ASRA.

How do we collect your personal information?

Where possible, we will collect your personal information directly from you. This may be in person (for example, by attending an event), from the telephone (for example, if you contact ASRA), or online (for example, if you sign up for an event or make an enquiry online).

We also obtain personal information from third parties such as list vendors, sound recording/archiving professionals.

If we collect personal information about you from a third party and it is unclear that you have consented to the disclosure of your personal information to us, we will take reasonable steps to contact you and ensure that you are aware of the circumstances surrounding the collection and purposes for which we collected your personal information.

Our website uses cookies to provide a number of services to you and to us, including statistics on access to ASRA site. Cookies in use within ASRA may identify individuals who log into our sites. You can reject cookies but doing so may limit your functionality within our website (note: Cookies provide much information which is not Personal Information).

Sensitive Information

Sensitive information includes the following type of information: racial or ethnic origin; political opinions; membership of a political association; religious beliefs or associations; philosophical beliefs; memberships; sexual orientation; genetic information; biometric information; biometric templates.

ASRA limits the collection of Sensitive Information to your sound recording interest areas in order to provide relevant material in the Journal and at conferences, training workshops etc.

Why we collect Personal Information

ASRA collects personal information for the purposes of:

- (a) communicating with members with a comprehensive range of membership products and services and with valuable information regarding relevant events and technical information;
- (b) providing publications, for example the Australasian Sound Archive Journal;
- (c) providing professional development events (courses, conferences, seminars, workshops etc) for the general public;
- (d) compliance with the Associations Incorporations Act 1991 (ACT); and
- (e) seeking a better understanding of member needs in order to develop a continually relevant range of membership products and services.

When collecting personal information by whatever means ASRA will ensure that appropriate notices are given and consents obtained in accordance with the Australian Privacy Principles. Most information is collected directly from the individual concerned. From time to time ASRA may also obtain some personal information from third party sources. In such cases ASRA will require a warranty from the third party that the information has been collected in accordance with Australian Privacy Principles, including notification that the information may be disclosed to organisations like ASRA.

Disclosure of Personal Information

Personal information provided to ASRA is generally not disclosed to third parties. However ASRA may from time to time enter into agreements or contracts with third parties to provide services/benefits to ASRA members, for example a conference or technical workshops. In that situation, personal information on ASRA members may be released to those third parties for the purposes that agreement or contract. A number of direct marketing strategies and channels including email, mail, SMS, social media and telephone may be used.

ASRA may be required or authorised by law to disclose personal information, for example compliance to the Associations Incorporations Act 1991 (ACT).

ASRA does not disclose personal information to overseas recipients.

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

If you use PayPal to complete any financial transactions with ASRA, your personal information (including credit card information) will be collected and used by PayPal. For more information, you should read the [PayPal Privacy Policy](#).

ASRA reserves the right to communicate with members in relation to matters of the Association.

Security of Personal Information

ASRA will take all reasonable and practicable steps to ensure that your personal information is properly protected from misuse or loss, and unauthorised access, modification or disclosure. However, there are risks in transmitting information across the Internet so we cannot ensure the security of any information transmitted to us online and individuals do so at their own risk. We encourage you to be vigilant about the protection of your own personal information when using third party digital services (such as social media platforms). As far as reasonably practicable, we will make sure that our relationships with those third parties include appropriate protection of your privacy.

Correct, update or delete personal information

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

However it is inevitable that some personal information that we hold will become out of date. We will take reasonable steps to ensure that the personal information which we hold remains accurate and, if you advise us of a change of details, we will amend our records accordingly.

Access to Personal Information

Any individual has the right to seek access to personal information we hold on them and ASRA's policy is to provide you with access to your personal information, subject to some exceptions permitted by law.

We may provide access in the manner that you have requested provided it is reasonable and practicable

for us to do so. We may however charge a fee to cover our reasonable costs of locating the information and providing it to you.

Contact the ASRA Privacy Officer (details below), either in writing or by email. The person seeking access will be asked to verify their identity before the information is released.

Contracted Service Providers

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

Complaints

Complaints concerning the collection, disclosure or handling of your Personal Information by the ASRA should be addressed to the ASRA Privacy Officer (details below). Any complaint should include the date, time and circumstances of the matter, how you believe your privacy has been invaded and how you would like your complaint resolved.

The Privacy Officer will attempt to resolve the complaint within 30 days but this timeframe may be extended if further information is required from the complainant and/or an involved third-party.

If the complaint is not resolved to your satisfaction you can refer it to the Office of the Australian Information Commissioner. The OAIC can be contacted on 1300 363 992 or at www.oaic.gov.au

ASRA Privacy Officer

ASRA

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