

PRIVACY POLICY

The Association for Studies of Religion is committed to providing quality services to you, and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

The types of Personal Information you may provide includes:

- Contact information (such as name, email address, mailing address, and phone number)
- Payment information (including payment card numbers and associated identifiers, billing address, and bank account information); and
- Account log-in credentials (which may include social network credentials).

What is Personal Information, and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and mobile numbers. This Personal Information is obtained in many ways including correspondence, by telephone or email, or via our website asr.org.au and from third parties. We do not guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing lists at any time by contacting us in writing. When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case, we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances, including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files, which will be kept by us for a minimum of seven years.

We use Secure Sockets Layer (SSL) protocol to encrypt the information you enter on our website in order to protect its security during transmission to and from our Site. When storing information, we protect its security by encrypting critical data. Access to this information is severely restricted, logged and reviewed periodically. If we collect credit card data and payments, we do not store full credit card numbers and CVV codes and the credit card data is subject to tokenisation and strong security measures applied by our payment processors in accordance with the PCI DSS requirements.

We maintain physical, logical, electronic and procedural safeguards when collecting, storing and disclosing personal data. Although we take appropriate technical and organisational measures to maintain the safety and security of your personal data against loss, theft and unauthorised use, access or modification, please note that no transmission of information over the Internet is not completely secure. Consequently, please note that we cannot fully guarantee the security of any personal data that you transfer over the Internet to us.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing at PO Box 699, Lidcombe NSW 1825. You may request to receive an exported file of what you have provided to us. You can also request that we erase this data. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

The Association for Studies of Religion will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information. In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up-to-date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up-to-date or is inaccurate, please advise us as soon as practicable, so that we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at: PO Box 699, Lidcombe NSW 1825.