

Our Commitment to Privacy

DAMA Australia Inc. supports a robust privacy culture. We collect and manage personal information in accordance with the Australian Privacy Principles (APPs) and other requirements of the *Privacy Act 1988*.

This Privacy Policy forms part of our broader Terms & Conditions. It explains how DAMA Australia Inc. collects, uses, discloses, secures and otherwise deals with the personal information of our members and other individuals.

Our collection of personal information

DAMA Australia Inc. provides a range of products and services to and for the purpose of data management professionals in Australia. We collect personal information for the following purposes:

- Membership activation (at the State/ Territory branch level)
- Updating personal and practice information of our members
- Membership renewal
- Continuing professional development for members
- Advertising employment opportunities
- Events promotion and attendance
- Supporting volunteer initiatives
- Publications and subscriptions

We collect your personal information in a variety of ways, depending on the nature of a particular service and/ or how you've chosen to engage with us, including:

- Face to face contact
- Telephone calls
- Voice or image recordings
- Social media messages, posts or feeds
- Via the DAMA Australia website, including by way of "cookies"
- Electronic surveys
- Email correspondence
- Hard-copy forms
- Via data transfer from our State/ Territory branches

The personal information we collect may include:

- Contact details (who you are and how we can reach you)
- Relevant demographic details (such as your age and gender)
- Education information (such as your educational qualification and the name of the University you received your qualification from)
- Professional details (including your specialty and CPD status)
- Employment details (including whether you are currently employed and the business details of your employer)
- Activities or areas of involvement with the DAMA Australia Inc. (such as what you want to get out of your membership and what we are doing for you)
- Financial or payment related information

In most cases, and where possible, we collect your personal information directly from you. If we collect your personal information from someone else we will let you know this.

Our use of personal information

General

We use the personal information for the purposes for which we have collected it. If we are unable to collect your personal information for one or more of those purposes, we may be unable to provide the corresponding service to you in the manner which we intend.

Our ability to provide a service may involve sending personal information to a contracted third party. For instance, if you sign up to receive DAMA Australia Inc. publications, we will need to supply your mailing and other relevant contact details to the organisation that packages and delivers the publications to you.

From time to time, there may be a new purpose for which we would like to use or disclose the personal information we already have about you (for example, a research project, funding application, public awareness campaign or article featuring you). If this happens, we will ask your permission first.

Social Media

DAMA Australia Inc. supports using your preferred form of communication. If you choose to engage with the DAMA Australia Inc. using our social media pages or feeds, please be aware that any personal information you supply in that arena may be:

- Available for the user group to see (which may be a public or private group, depending on the social media platform being used)
- Able to be “screen shot” and potentially downloaded by anyone in the user group and is, thus, uncontrolled
- Subject to the privacy settings and privacy policy available on the relevant platform

Cloud “infrastructure as a service” (IaaS) services

Our IaaS provider, “membes”, supplies web hosting and customer relationship management (CRM) services. DAMA Australia Inc discloses personal information which we have collected to membess so that membess can provide these services for the benefit of our members. Any personal information collected and managed by membess on our behalf is stored securely in Australia and is subject to the terms of our contractual arrangement with that party.

Secure payment services

Our secure payment provider, SecurePay, is accessed by members via a gateway from the DAMA Australia Inc website. DAMA Australia Inc discloses certain personal information which it collects to SecurePay in order that it may provide these services to members. DAMA Australia Inc does not collect or hold credit card or debit card information submitted by members to SecurePay.

Surveys

Our survey services are provided by specific suppliers such as Survey Monkey. Surveys are most often conducted online, however may also be conducted over the telephone or in person. DAMA Australia Inc. discloses to survey services providers such personal information as relates to the people who choose to take part in the surveys.

All members are asked to consider participating in DAMA Australia Inc surveys so that we can continue to offer meaningful and relevant services, as well as improve our practices to meet member expectations. **Participation in any of the DAMA Australia's surveys is entirely optional** and members are encouraged to familiarise with the privacy policy of the relevant survey supplier before providing any information – personal or otherwise.

Links to other websites

DAMA Australia Inc. website may provide links to information, resources and services available on other websites. When you link to other websites, you are leaving the DAMA Australia Inc. website and your personal information will be handled in accordance with the privacy policies of those websites.

We do not share your personal information with other websites and we do not track your external website browsing history.

Anonymity

You have the option to not identify yourself, or to use a pseudonym, when you deal with DAMA Australia Inc., although this may limit the extent of the products and services which we can provide to you. We will discuss with you at the time of our engagement with you on this basis.

Access to/amendment of your personal information

Please contact us if you wish to access or correct your personal information, or make a complaint about a privacy matter, using the following contact details:

By email: admin@dama.org.au

By letter: PO Box 576, Crows Nest NSW 1585.

Updates to our Privacy Policy

DAMA Australia will review and update this Privacy Policy as required to ensure that it accurately reflects our privacy practices.

Last updated: April 2020