



PRIVACY POLICY

You are important to us and we value your support and privacy.

The Antarctic Science Foundation (ASF) is committed to protecting and securing the privacy and confidentiality of your personal information. Personal information collected by the ASF is protected by the Privacy Act 1988 (Cwth). This Privacy Policy applies to all information received by the ASF, both on-line and offline, or any platform (such as the ASF website, social media, ASF associated linked sites) as well as any electronic, written or verbal communications.

What is “personal information”?

Personal information refers to any information or opinion about an identifiable person, or about a person who could easily be identified. Personal information may include the following:

- contact information such as your name, address, email address, phone number;
- financial information (bank account or credit card details);
- details of donor donation history;
- any emails or other correspondence with ASF; and
- other sensitive information

We also collect and hold confidential information about our staff, Board Members and Service Providers.

Third-party consent

The ASF may collect personal information when you have given your consent to another party who holds personal details about you to allow us to access that information. For example, when you use Donorbox to set up your donation and Stripe to process your online payment, we may use the information that you provide.

How we collect personal information

The ASF will usually collect personal information face-to-face, over the phone, via email or through our website and online donor system. This also includes collecting information from our staff, our suppliers, the general public or other business and research partners. We also collect personal information when you participate in programs or events that we run or support.

If you wish, you can remain anonymous or use a pseudonym when you contact us or make a donation to the Foundation, but please be advised we will be unable to issue you a tax deductible receipt.

How we store personal information

The ASF will take all reasonable steps to ensure your personal information is secure. We will hold personal information securely through physical and electronic means. Physical access to our office is restricted and hard copies are held in secure cabinets. Our IT systems and databases are secured with multiple layers of protection and are monitored by third-party-providers who have expertise in data security, and only authorised staff have access to your personal information when it is required.

How we use personal information

The ASF will use your personal information to carry out our charitable activities. For example, we may use it to:

- process donations (including issuing receipts);
- send you any information such as invitations, newsletters, or any other information which may affect you;
- create an information database for use as part of the ASF's fundraising program;
- report on our activities, including the production of the Annual Report;
- analyse donor activity in order to improve our effectiveness and also gain a better understanding of donor behaviour patterns.

From time to time the ASF may request your permission to participate in promoting project activities which may necessitate sharing information with third parties. However, we respect your privacy and you are under no obligation to participate.

Disclosing your information

The ASF will not sell your information to third parties and will only disclose your personal information in accordance with the Privacy Act. This may include where use or disclosure is required by law, where we have your consent to the use or disclosure, or for the purpose for which it was collected.

Access to information

You have the right to access, update or correct any personal information held by the ASF. Request for access or corrections can be made by contacting the ASF.

Complaints

Any complaints in relation to the ASF's management of personal information or concerns we have breached the Privacy Act should be made in writing or via email. We will respond to your concerns as quickly as possible.

Contact us:

- phone: 03 6232 3658
- email info@asf.aq
- post: 203 Channel Highway, Kingston, Tasmania 7050