



The Johnsmen's Association

Alumni of St. John's College, University of Sydney
info@johnsmen.com | www.johnsmen.com

Privacy Policy

The Johnsmen's Association (the **Association**) collects your personal information in the course of carrying out its role as an independent alumni organisation affiliated with St. John's College within the University of Sydney. The Association maintains a database of alumni/ friends/ supporters/ parents (known hereinafter as **Alumni**) in order to stay in touch with our community and keep you updated about news, events, reunions, careers initiatives, fundraising activities and other matters affecting the well-being of the College.

Some of our Alumni (but not all) choose to join our online community by registering on this website and the Association collects and stores personal information (or "data") about you. We are committed to protecting and respecting your privacy and this Policy sets out what information we collect about you, where and how we use ("process") it. The Association respects the privacy of your Personal Information. The Association is bound by the *Australian Privacy Principles* contained in the *Privacy Act 1988* (Cth).

We may change this Policy from time to time to reflect new laws and technology or changes to the Association's operations and practices. If we make any significant changes we will advertise this on the website or contact you directly with the information. Please check this page occasionally to make sure you are aware of any changes.

What type of personal information we collect?

Personal Information is any information, including opinions, about an identified or identifiable individual, whether it is true or not, or recorded in a material form or not.

We collect personal information when you:

- visit this website
- apply for membership of the Association
- create or update your profile
- post content on to this website or other websites and social media sites managed by the Association
- take part in an event
- attend a meeting with us and provide us with information
- make payments or donations for events and online shop
- contact us in any way including online, email, phone, SMS, social media or post
- open an email sent from this website
- send a message via the direct messaging system on this website
- photographing or recording alumni events held within College or in which alumni participate outside of College.

The Personal Information collected includes, but may not be limited to, names, contact details, date of birth, nationality, gender, dietary requirements, occupation, qualifications and relationship to College.

How we use your information?

The Personal Information is collected in paper or electronic form, by video or digital recordings and photographs.

We will use your personal information in a number of ways, always with a legal basis for processing your data. These may include:

- providing you with the information or updates that you have asked for
- sending you communications (with your consent if required) that may be of interest, including invites to events, newsletters and fundraising campaigns
- delivering our obligations under any contract between us
- seeking your views on the services or activities we carry out, so that we can make improvements
- updating our database records and ensuring we know how you prefer to be contacted
- analysing your engagement with our website and other content to help us improve our services for you
- running our alumni events / mentoring programme/ association activities

The Association may seek to collect and update Personal Information at the telephone, via the internet, in person and in writing.

Disclosure to third parties that assist the Association in carrying out these functions will be on a confidential basis where reasonable and practicable and subject to the application of the *Australian Privacy Principles* to those parties.

Who has access to your information?

Third parties who provide services for us, for example Mailchimp used for collecting or processing data and sending emails. We select our third-party service providers with care. We provide these third parties with the information that is necessary to provide the service and we will have an agreement in place that requires them to operate with the same care over data protection as we do

Third parties if we run an event in conjunction with them.

Web hosting, email hosting, analytics and search engine providers that enable us to run our community database and improve our website and its use

Other than this, we will not share your information with other organisations without your consent.

How we keep your information safe

We understand the importance of keeping your personal information secure and take appropriate steps to safeguard it.

The Association stores personal information under the control of the Association Executive:

- electronically in onsite data storage media;
- electronically in cloud-based offsite storage;
- in paper-based files and other record keeping methods kept by the Association Executive office bearers.

The Association has taken steps to ensure protection of Personal Information from misuse, loss, unauthorised access and modification or improper disclosure.

Personal Information about individuals is authorised for use for the purposes for which it was collected by the Association. The Association does not permit access to its databases by third parties for the private or business use of the information. The Association also takes steps to destroy or de-identify information that we no longer require or are no longer required to retain by statute for prescribed periods of time.

Access to personal information

We ask you to let us know if your contact details change. Alumni can update their details directly by registering via the website and clicking on 'Register.' You can also update your details by contacting us at info@johnsmen.com

You may apply for access to the personal information about you held by the Association and you may inform the Association of any information held which you believe is not correct.

If your personal details change, such as your mailing or email addresses, or telephone number, please contact the Association to update your details online through the website or by sending us an email. When we become aware that your details have changed we will update them.

To access personal information the Association holds about you, please contact the Secretary, who is the Association's Privacy Officer, at secretary@johnsmen.com

Information Technology and use of Cookies

Some information and data may be automatically collected through the use of cookies on this website. Cookies are data that a website transfers to an individual's hard drive for record-keeping purposes. Cookies can facilitate your ongoing access to and use of a site by remembering information about you at a later time. If you do not want information collected through the use of Cookies, you can disable the Cookie function in your browser. You should note that Cookies may be necessary to provide you with some features on the Association website.

The Association website and correspondence may contain links to other sites. The Association is not responsible for the privacy practices or the content of such other sites.

Information about yourself that you disclose by posting it on bulletin boards, chat rooms, LinkedIn or Facebook and similar digital media platforms may become public information. The Association encourages our alumni to respect and protect the Personal Information of others.

Complaints or questions

If you have a complaint or question about our Privacy Policy or the collection, use or disposal or destruction of your Personal Information, your complaint should be directed in the first instance to the Association's Privacy Officer at secretary@johnsmen.com

We will investigate your complaint and attempt to resolve any breach of the *Australian Privacy Principles* that might have occurred in accordance with the *Privacy Act*. If you are not satisfied with the outcome of this procedure, then you may request that an independent person (usually the Office of the Australian Information Commissioner) investigate your complaint.

This Policy was last updated in April 2021