



PRIVACY POLICY

This Privacy Policy seeks to explain how the Australian Society of Soil Science Inc (**Soil Science Australia** or **we**) collects, uses, discloses and otherwise handles personal information. It also seeks to explain how you can ask to access and correct the personal information we hold about you or complain about any suspected privacy breach.

We may also provide individuals with privacy notices in relation to particular collections of personal information. If there is any inconsistency between these privacy notices and this Privacy Policy, you should rely on the information in the privacy notices.

This version of our Privacy Policy was last updated on 19 May 2020.

As we are generally exempt from the *Privacy Act 1988* when we collect and handle employee records, this Privacy Policy does not apply to our employees/contractors; however, we have an internal policy to protect the personal information of our employees/contractors as we do other personal information.

This Privacy Policy is divided into the following sections:

- What personal information do we collect?
- Credit card or other payment details
- How do we collect personal information?
- Can you deal with us without identifying yourself?
- For what purposes do we collect, use, hold and disclose personal information?
- Do we use your personal information for direct marketing?
- To whom do we disclose personal information?
- How do we hold personal information and keep it secure?
- Online privacy issues
- How can you access and correct your personal information?
- How can you make a privacy complaint?
- How can you contact us?

Soil Science Australia

What personal information do we collect?

Members (including applicants for membership)

If you are one of our members or apply for membership, we may collect the following kinds of personal information about you:

- your name, personal and/or business contact details, date of birth and gender
- details of your position (including when you commenced work with your employer) and your employer, which industry you work in and whether you are responsible for or involved in soil science
- any personal information contained in your resume
- your academic qualifications and any other information on your academic transcript
- Continuing Professional Development courses attended
- your areas of interest and/or professional responsibilities,
- your credit card or other payment details (*note these are only used at the time of payment processing and are not stored – see below*), and
- information about your membership of any professional association, which is 'sensitive information' under the Privacy Act.

If you apply for membership fee reduction, we may also collect information about your income bracket and whether you are retired.

Students

If you enrol in one of our education courses, we may collect the following kinds of personal information about you:

- your name (including previous name, if applicable), personal and/or business contact details, date of birth and gender
- your job title or education status
- information about your educational and professional qualifications (including your academic transcript, degree certificate and evidence of currency, such as a practising certificate)
- any personal information contained in your resume,
- your credit card or other payment details (*note these are only used at the time of payment processing and are not stored – see below*), and information about your membership of any professional association, which is 'sensitive information' under the Privacy Act.

Others

If you attend one of our conferences or seminars, we may collect your name, contact details, position title, organisation and credit card or other payment details (*note these are only used at the time of payment processing and are not stored – see below*).

If you subscribe to our subscriber package, we collect your name, date of birth, contact details, position title, employer's name and credit card or other payment details.

Soil Science Australia

PO Box 15 BRAESIDE VIC 3195 ABN 96 080 783 106

Ph: 0476 450 321 Email: office@soilscienceaustralia.org.au Web: www.soilscienceaustralia.com.au

We may also collect:

- names, contact details and position titles of referees of applicants for membership.

Credit card or other payment details

Credit card and/or other payment information is handled via secure, encrypted payment gateways (e.g. PayPal, Stripe) and is not stored on our website or elsewhere.

When we need to collect credit card or other payment details via other means (e.g. phone, form), we will not store them or they will be masked after your payment has been processed.

How do we collect personal information?

Soil Science Australia collects personal information in a number of different ways, including through application, registration, enrolment and renewal forms; by email; telephone; letters; faxes; event registrations; surveys; and during examinations and assignments conducted as part of our educational programs.

We collect personal information through our website when an individual makes an online purchase or completes an online form. See also the section titled '[Online privacy issues](#)'.

We take photos at our courses and events to share the experience via our digital channels and print publications. At these events, you may be filmed, recorded or photographed and such recordings and images are used for promotional and archiving purposes. They may be published in media including online.

Can you deal with us without identifying yourself?

Soil Science Australia's policy is to provide individuals with the option of not identifying themselves, or of using a pseudonym, when dealing with us if it is lawful and practicable to do so.

A pseudonym is a name or other descriptor that is different to an individual's actual name. For example, you are able to access our website and make general phone queries without having to identify yourself and you can respond to our surveys anonymously.

In some cases however, if you don't provide us with your personal information when requested, we may not be able to respond to your request or provide you with the product or service that you are seeking. For example, you must identify yourself to become a Soil Science Australia member or if you enrol in any of our courses.

For what purposes do we collect, hold, use and disclose personal information?

The reason we collect, hold, use and disclose (together handle) the personal information outlined above is so that we can provide you with our products and services (including establishing and maintaining your membership and/or enrolment, enabling your participation in branches, member groups and functions, and processing payments), manage our relationship with you, communicate with you effectively, identify which of our products and/or services will best meet your requirements, internally analyse membership demographics and trends, improve our products and services and manage professional conduct issues.

Soil Science Australia

PO Box 15 BRAESIDE VIC 3195 ABN 96 080 783 106

Ph: 0476 450 321 Email: office@soilscienceaustralia.org.au Web: www.soilscienceaustralia.org.au

'Our products and services' include:

- branch meetings
- education (e.g. Soil Fundamentals Exam)
- short courses (e.g. soils refresher course or e-learning modules)
- professional development (for example, through our training programs, seminars, and conferences)
- technical support (through our newsletter and website), and
- advocacy (promoting a practical and workable approach to soil science).

We may also handle your personal information to notify you about products, services and promotions offered by us and our sponsors, partners and suppliers. This is discussed further in the section below titled 'Do we use and disclose your personal information for direct marketing?'.

In addition, we may handle personal information for other purposes explained at the time of collection or which are required or authorised by or under law (including privacy legislation).

Do we use your personal information for direct marketing?

We may use personal information of members and non-members, specifically your name and relevant address details, to let you know about our products, services, facilities and benefits and those of our sponsors, partners and suppliers.

We (either on our own behalf or on behalf of our sponsors, partners or suppliers) may contact you for direct marketing purposes in a variety of ways, including by mail, email, SMS, telephone, online advertising or facsimile.

Opting out

You can opt out of receiving marketing communications from us at any time, in the following ways:

- updating your communications preferences by visiting the 'Soil Science Australia membership' portal on the Soil Science Australia website
- contacting the Executive Officer on the details in the section titled 'How you can contact us'
- advising us if you receive a marketing call that you no longer wish to receive these calls
- using the unsubscribe facility that we include in our electronic messages to opt out of receiving those messages.

To whom do we disclose personal information?

Soil Science Australia may disclose your name and email to the Officer Bearers and the Branch with which you are associated for the purposes of the branch communicating with you about events or announcements. These details will be stored on our secure SharePoint server and not circulated via email.

Soil Science Australia may disclose personal information to third parties to whom Soil Science Australia contracts out specialised functions (including mailing houses, printing companies and conference organisers).

Soil Science Australia

PO Box 15 BRAESIDE VIC 3195 ABN 96 080 783 106

Ph: 0476 450 321 Email: office@soilscienceaustralia.org.au Web: www.soilscienceaustralia.com.au

We may disclose personal information (i.e., name, employer and title) that we collect about you to the organisers, speakers, exhibitors, industry partners and sponsors of our events, and to your fellow delegates at training courses or events you attend.

If you are enrolled in a training course or event provided by us under an arrangement with your employer, which is paid for by your employer, we may disclose to them your enrolment status and results.

We may publish the names of graduates from our education courses, recipients of prizes, scholarships or similar awards in our newsletter 'Soil Crumbs'.

We may also disclose personal information about you to our service providers, such as technology providers, auditors, bankers and mailing houses to assist us in providing services.

We take steps to ensure that those contractors:

- comply with the Australian Privacy Principles when they handle your personal information, and
- are authorised only to use personal information in order to provide the services or to perform the functions required by Soil Science Australia.

Soil Science Australia may also disclose personal information where required or authorised by law. Soil Science Australia does not sell or rent personal information to third parties.

Disclosure overseas

Soil Science Australia is part of the International Union of Soil Science (IUSS) which has office bearers located in other countries including the United Kingdom (UK) and the United States of America (USA).

We may disclose personal information, such as name, address and postnominals, of members who are also members of IUSS for voting purposes of general meetings.

Our electronic email system provider (Microsoft Office 365) is located in the USA and acts as a conduit in the distribution of such communications as our e-newsletter e.g. Soil Crumbs; Events & News, events marketing; education and training courses.

How do we hold personal information and keep it secure?

Soil Science Australia holds personal information in a number of ways, including in electronic databases, email contact lists, and in paper files (locked away where appropriate). Paper files may also be archived in boxes and stored offsite in secure facilities.

Soil Science Australia takes steps to secure the personal information we hold including the use of Information and Communications Technology (ICT) security (using encryption, firewalls, anti-virus software and login and password protection), secure office access, personnel security and training and workplace policies.

Soil Science Australia only permits your details to be accessed by authorised personnel and it is a condition of employment that Soil Science Australia's employees and contractors maintain the confidentiality of personal information.

Soil Science Australia

PO Box 15 BRAESIDE VIC 3195 ABN 96 080 783 106

Ph: 0476 450 321 Email: office@soilscienceaustralia.org.au Web: www.soilscienceaustralia.org.au

Payment security of all financial transactions is maintained by Soil Science Australia using EFTPOS, BPAY and online technologies. It is our policy to ensure that all financial transactions processed, meet industry security standards that ensure payment details are protected.

If you are concerned about sending your information over the internet, you can contact Soil Science Australia by mail or telephone.

The privacy of your personal information can also be protected by you, by keeping passwords secret, changing them frequently and by ensuring that you log out of the website when you have finished using it, as well as refraining from writing your credit card details in the body of an email.

If you become aware of any security breach, please advise us as soon as possible.

Third parties

We may use third-party providers to store personal information electronically. We take reasonable steps to ensure this information is held as securely as information stored on own equipment.

Internet

Unfortunately, we cannot remove all risks involved in sending information through any channel over the Internet. You send information over the Internet entirely at your own risk.

De-identification

All personal information will be de-identified where possible.

Accidental or unauthorised use or disclosure

In the event of accidental or unauthorised use or disclosure of personal information, we shall take prompt action to remedy such breach and shall notify the individual and the Privacy Commissioner as required under the Privacy Act.

External service providers contracted by Soil Science Australia are bound to comply with the requirements of the Privacy Act in relation to notification of data breaches.

Online privacy issues

Soil Science Australia will apply this policy to all personal information it handles, whether collected online or otherwise. This clause is intended to provide more information about privacy for the users of our website.

(a) Online collection of personal and non-personal information

As outlined in the section titled 'How do we collect personal information?', we collect personal information through our website.

Soil Science Australia

Our website also collects other information which may or may not be personal information. For each visitor to our website, our server automatically recognises and stores your 'address' (e.g. your domain name or Internet protocol address), the type of your Internet browser, and the address of the site which 'referred' you to our website and clickstream data.

In addition, our website uses cookies to track usage of our website. Most web browsers are set by default to accept cookies. However, if you do not wish to receive any cookies you may set your browser to either prompt or refuse cookies. Please note that rejecting cookies may mean that not all the functions on the website are available to you. We use cookies for tracking the statistics of our website. This allows us to better understand our users and improve the layout and functionality of our website.

This tracking is conducted in such a way to ensure the anonymity of visitors — in this context the cookie may identify your computer — but it should not identify you.

(b) Links to other websites

Sometimes our website contains links to third party websites, for your convenience and information (e.g. conference registration). When you access a non-Soil Science Australia website, please understand that Soil Science Australia is not responsible for the privacy or security practices of that site, which are not covered by this Privacy Policy.

We suggest that you review the privacy policies of each site you visit, before supplying any personal information to them.

How can you access and correct your personal information?

Under the Privacy Act, you have a right to seek access to, and correction of, personal information which Soil Science Australia holds about you.

Access

If you wish to exercise your right under the Privacy Act to seek access to the personal information that Soil Science Australia holds about you, we ask that you contact Soil Science Australia's Executive Officer (details in the section below titled 'How can you contact us?'), who will explain how Soil Science Australia will handle your access request.

We will assume (unless you tell us otherwise) that your request relates to our current records about you. These current records will include personal information about you which is included in our databases and in paper files, and which may be used by Soil Science Australia on a day to day basis. To provide you with access to 'current' personal information, Soil Science Australia would ordinarily provide you with a print-out of the relevant personal information from our databases, or with photocopies of records which are held only on paper files. If you request access in a different manner, we will give you access in this manner if it is reasonable and practicable for us to do so. Ordinarily, Soil Science Australia will not charge you for the cost of providing this type of access to these records.

Soil Science Australia

PO Box 15 BRAESIDE VIC 3195 ABN 96 080 783 106
Ph: 0476 450 321 Email: office@soilscienceaustralia.org.au Web: www.soilscienceaustralia.org.au

For legal and administrative reasons, Soil Science Australia may also store records containing personal information in its archives. You may seek access to the records held by Soil Science Australia which are not current records, but if you do so, we may charge you for the cost of providing access (but not for the making of the request).

Correction

If you are of the view that personal information about you is inaccurate, out-of-date, incomplete, irrelevant or misleading, please provide Soil Science Australia's Executive Officer with your request for correction (contact details are set out in the section below titled 'How can you contact us?').

Soil Science Australia's policy is to consider any requests for correction in a timely way.

Members can also easily review and update their information on an ongoing basis, through their 'Update your member profile' page on the Soil Science Australia website.

How can you make a privacy complaint?

If you wish to complain about how we have handled your personal information, please contact Soil Science Australia's Executive Officer on the contact details set out below.

We will respond to your complaint as soon as reasonably practicable. If you are not satisfied with our response to your complaint, you may also contact the Office of the Australian Information Commissioner.

How can you contact us?

If you have any questions or comments about this Privacy Policy, please contact Soil Science Australia's Executive Officer:

- by telephone: 61 3 0476 450 321 or
- by email: executiveofficer@soilscienceaustralia.org.au or
- by letter: Soil Science Australia, PO Box 15, Braeside, Vic, 3195.

Soil Science Australia

PO Box 15 BRAESIDE VIC 3195 ABN 96 080 783 106

Ph: 0476 450 321 Email: office@soilscienceaustralia.org.au Web: www.soilscienceaustralia.com.au