

HTAV PRIVACY POLICY

The History Teachers' Association of Victoria (HTAV) acknowledges that providing personal information is an act of trust that must be taken seriously. During your engagement with HTAV, HTAV may have access to personal information relating to you, such as your contact details, employment details, bank account and/or credit card details, payment history, event attendance history and/or sensitive information. We promise to only deal with or disclose your information in line with our privacy policy.

1. Our Privacy Policy

1.1 Statement of Commitment

HTAV is committed to protecting your privacy and any personal information we hold. HTAV complies with the Privacy Act 1988 (Cth). This policy explains how we may collect, use, disclose or otherwise handle personal and sensitive information.

1.2 Collecting personal information

HTAV collects personal information primarily via the HTAV website and HTAV Shop to provide users with our services and products. We may also use the information for marketing purposes, or for any other purpose permitted under the Privacy Act 1988 (Cth).

- HTAV collects personal information directly and voluntarily from members, potential future members, customers, advertisers, sponsors and students when they apply to become a member of HTAV, when registering to attend an event, when entering a competition or when purchasing a product or service. You are not obligated to provide personal information, however failure to do so may result in HTAV being unable to provide the service or products to you.
- The primary contacts of School or Organisation memberships also have the authority to add and remove members linked to the membership. The minimum required information to do so includes full name, place of employment and email address. HTAV recommends that primary contacts seek permission from their colleague/s prior to adding them to the membership.
- From time to time, HTAV may invite you to participate in surveys. These surveys are designed to ensure that our products and services are as relevant to you as possible. HTAV will always advise if the survey is anonymous or if your participation will be linked to you in any way.
- HTAV also collects information based on your use of our services. Your web browser automatically provides us with the type of web browser you are using, when you visit the HTAV website, your top level domain name (for example .com, .gov, .au, etc), the address of the website that directed you here, your server's IP address and which pages you viewed. We will not combine information collected from your browser or device with personal information you have submitted without your prior consent. We only use this information for statistical and internal purposes, including improving the functionality of HTAV's websites for our users.

1.3 What do we do when we get information we didn't ask for?

Where we receive unsolicited personal information relating to you, we will check whether that information is reasonably necessary in order to provide our services or products. If it is, we will handle this information the same way we do with other information provided. If not, we will ensure we destroy or de-identify it. De-identification will never be reversed.

1.4 How will HTAV use personal information?

By agreeing to this policy, you consent to HTAV using your personal information for the following:

Primary purposes

- provide services and products under a membership agreement and/or any other contract between HTAV and the individual

- provide information about products, services and/or special offers that may be of interest to you
- contact you in relation to products or services ordered
- provide customer service
- obtain opinions or comments regarding HTAV member services and products
- record statistical data for marketing purposes
- allow HTAV to run our Association and perform administrative and operational tasks such as:
 - training staff
 - developing and marketing products and services
 - risk management
 - systems development and testing, including our websites and other online channels
- undertaking planning, research and statistical analysis for marketing purposes.

Secondary purposes:

- billing and account management
- improving our products, services and websites
- improving our marketing and promotional efforts
- improving the accuracy of the personal information we hold.

Should an individual receive communications from HTAV which they do not wish to receive, they may remove their name from the email database by unsubscribing. The option to unsubscribe is either available at the bottom of email communications, or individuals may contact HTAV at membership@htav.asn.au.

Please note: Members who unsubscribe will no longer receive the Member Bulletin emails.

1.5 Vulnerable users

HTAV collects information from specific categories of users who may be vulnerable, including children. Information related to vulnerable users is collected, used and, if applicable, disclosed in accordance with the general provisions of this Privacy Policy.

Children will only be contacted for the purpose of informing the individuals of the circumstances, for example in relation to the HTAV Student Lectures. Data attained for the purpose of running the HTAV Student Lectures will be de-identified and removed from the HTAV online database shortly after the lectures have concluded.

1.6 Exchanging your personal information

HTAV may employ other companies or service providers to assist us in providing our services, such as marketing, market research, mail-house services, hosting and product development services, analysis of member lists and/or consulting services. These third parties may have access to personal information that is needed to perform their specific function. Personal information cannot be used by them for any other purpose.

We may also exchange your information with third parties to whom we outsource certain functions, such as data quality management and technical improvements to our databases.

Where your information is sent overseas, it is likely to be one of the following countries:

- United Kingdom
- United States
- Canada
- New Zealand
- India

When your information is sent overseas, HTAV will take appropriate steps to ensure data handling and security arrangements are in place in line with Australian privacy legislation.

2. Direct marketing

HTAV understands the trust involved in providing personal information. We only permit authorised personnel to access your information. We will never use or disclose this information for any other purposes without first seeking consent, unless in exceptional cases when disclosure may be required by law.

You consent to HTAV using and/or disclosing any personal information collected from you for direct marketing purposes, whether collected via telephone, the website, or otherwise, which is subject to the terms of this Privacy Policy.

Unless otherwise provided in this Privacy Policy and in accordance with the Privacy Act, HTAV retains the right to use and disclose your personal information for direct marketing purposes:

- that has been collected from you in circumstances where:
 - you have provided consent to do so; or
 - it is within your reasonable expectations; or
 - where it is impracticable to obtain your consent;
- that has been collected from any third party in circumstances where:
 - you have provided consent to do so; or
 - it is impracticable to obtain your consent.

In each direct marketing communication, we will include:

1. a statement appearing on the relevant piece of marketing material notifying you of your right to opt out from further direct marketing communications; and
2. simple means for you to opt out of receiving further direct marketing communications of that kind.

Should you choose to opt out, we will stop using your personal information for direct marketing purposes.

3. Anonymous information

HTAV may use anonymous information collected from you for internal purposes including improving our products and services.

Some de-identified and anonymous demographic information may be provided to advertisers, so they can assess whether they wish to participate in advertising or where this information may play a role in the design of their advertisements. All information disclosed in these circumstances will be stripped entirely of all personal information. Your personal information will not be disclosed.

4. Links to other websites

The HTAV website and Member Communications (primarily the Member Bulletin email) include links to sites outside of the HTAV website. These linked sites are not under the control of HTAV and we are not responsible for the conduct of companies linked to the HTAV website, nor for the performance, content and/or software contained on such external websites. HTAV advises you to check the sites' terms and conditions, including privacy and security policies.

5. HTAV's use of cookies

HTAV uses cookies to manage user access. A cookie is a small text file that a server places on your hard drive to identify that subsequent requests to a site have come from the same user. HTAV uses cookies to 'remember' your browser between page visits and make using HTAV's website easier, for example by storing information about your preferences. The use of cookies is an industry standard.

6. Google's collection of information

HTAV uses Google Analytics. This program utilises a cookie that collects anonymous traffic data. For more details on the kind of information collected by Google, visit www.google.com.au/analytics.

7. Storage and security of your details

HTAV takes all reasonable steps to keep any information that it possesses relating to you secure. We encourage you to play an important role in keeping your personal information secure, by maintaining the confidentiality of any passwords and account details used on our websites. It is your sole responsibility to maintain such confidentiality and HTAV will not be liable for any damage, loss or expense suffered due to such disclosure.

8. Updating, amending or deleting personal information

Individuals have the right to review, amend or delete personal and/or sensitive information that may be recorded on the HTAV database. Personal information can be reviewed, amended or deleted by members by logging into the HTAV website using your unique login details before selecting the Member Centre > My Profile > Update my Details.

Should an individual prefer their personal information be destroyed, they may send their request to membership@htav.asn.au and all reasonable steps shall be made to delete the information. Deletion of all personal information may result in HTAV being unable to provide services or products.

9. Making a complaint

If you have a concern about your privacy, you have a right to make a complaint and we will do everything we can to put matters right.

To lodge a complaint, please get in touch with us using the contact details provided below. HTAV will review the complaint and endeavour to resolve it as soon as possible.

We will acknowledge the complaint and provide contact details of the investigating staff member. We will keep you updated on the progress we are making towards resolving the issue.

Contacting HTAV

If you have any questions or concerns with respect to this privacy policy, please contact us at:

- 03 9417 3422 between 9am and 5pm AEST Monday to Friday
- admin@htav.asn.au
- In writing, to:

History Teachers' Association of Victoria
Suite 105
134-136 Cambridge Street
Collingwood, VIC 3066

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