INTRODUCTION
The Australian Association for the Education of the Gifted and Talented (AAEGT, also referred to as ‘The Company’) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. The AAEGT is a Company Limited by Guarantee and regulated by ASIC, under the Corporations Act 2001 (Cth). Establishing a trusting relationship with our members, customers and website visitors is central to our work practices. This policy sets out how we collect and treat your personal information. Personal information is information that directly or indirectly identifies a person, or a school or institution that you represent.

The AAEGT applies this policy to all individuals and entities who interact with the AAEGT.

PURPOSE
The purpose of this policy is to set out the AAEGT’s position relating to the privacy of the personal information we collect.

This Privacy Policy explains:
• the reasons for collecting personal information
• the nature of the personal information collected
• how this personal information may be used
• how the integrity of members’ personal information is protected
• the right to access information
• the process for making a privacy complaint
• how people may contact the AAEGT regarding privacy concerns

TYPES OF INFORMATION WE COLLECT
a) The types of information the AAEGT collects and holds depends on the nature of a person’s involvement with The Company.

b) The AAEGT only collects your personal information where it is reasonably necessary for The Company to pursue one or more of its functions or activities, or where the law requires collection.

c) Depending on the reason for collecting it, the personal information collected may include (but is not limited to):
   a. your name, address, email, and in some cases phone number
b. payment information and banking details if you are purchasing membership, a subscription, or a product

c. personal information contained in correspondence, emails, forms, applications, queries about our operations, any time a person connects with The Company

d. usage data (which may include your IP address, the pages you have clicked through on the AAEGT website, websites that referred you to on the AAEGT website, information about the device you are using and your wider geographic location)

COLLECTION OF INFORMATION

a) The AAEGT collects personal information from you in a variety of ways, including when you interact with The Company electronically or in person, when you access the AAEGT website, when you attend AAEGT events or when you purchase an item.

b) If you are a member of the AAEGT, The Company may receive your personal information through your local state or territory affiliated association. Personal information collected in this way is also protected as set out in this policy.

USE OF YOUR PERSONAL INFORMATION

a) The AAEGT may use the personal information collected from you to provide you with:

a. membership opportunities including, but not limited to:
   a. electing Directors
   b. attending the Annual General Meeting
   c. receiving newsletters

b. journal subscriptions

c. products and services

d. information about gifted education

e. general notices of events and activities

f. opportunity to participate in surveys

g. answers to queries

h. improved products and services

b) The AAEGT maintains a membership roll to meet our legislative requirements.

c) The AAEGT does not collect sensitive information about its members. If sensitive information is inadvertently received, it will be destroyed in a timely manner.

d) The AAEGT may contact you by a variety of measures including but not limited to telephone, SMS, email, mail or messaging apps.

DISCLOSURE OF YOUR PERSONAL INFORMATION
a) The AAEGT may disclose your personal information to any of: our directors; volunteers; employees; suppliers; or subcontractors insofar as reasonably necessary for the purposes set out in this Policy. Personal information is only supplied to a third party when it is required for the delivery of The Company’s services.

b) The AAEGT may, from time to time, need to disclose personal information to comply with a legal requirement such as: law; regulation; court order; subpoena; or warrant in the course of a legal proceeding or in response to a law enforcement agency request.

c) The AAEGT may also use your personal information to protect the copyright trademarks, legal rights, property or safety of the AAEGT, its customers or third parties.

d) The AAEGT uses third-party service providers (sub-processors) in order to support our website operations. The Company selects reputable third-party service providers. Information that The Company collects may from time to time be stored, processed or transferred between parties located outside of Australia.

e) By providing the AAEGT with your personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy.

WEBSITE

a) When you visit the AAEGT website, certain information may be collected such as: browser type, operating system, website immediately visited before coming to the AAEGT website etc. This information is used in an aggregated manner to analyse how people use the AAEGT website, such that The Company can improve its service.

b) Cookies are used on the AAEGT website. HTTP cookies are small blocks of data created by a web server while a user is browsing a website and placed on the user's computer or other device by the user's web browser. Cookies are placed on the device used to access a website, and more than one cookie may be placed on a user’s device during a session.

c) The AAEGT website may, from time to time, have links to other websites not owned or controlled by the AAEGT. These links are intended for your convenience only. Links to third-party websites do not constitute sponsorship, endorsement or approval of these websites. Please be aware that the AAEGT is not responsible for the privacy practices of other such websites.

SECURITY OF YOUR PERSONAL INFORMATION

a) The AAEGT will take all reasonable steps to ensure that personal information is accurately recorded and stored in a secure environment protected from unauthorised access, modification, or disclosure.
b) To prevent unauthorised access or disclosure, the AAEGT has put in place suitable physical, electronic and managerial procedures to safeguard and secure information and to protect it from misuse, interference, loss and unauthorised access, modification and disclosure. When the AAEGT uses cloud storage for members’ or others’ personal information, The Company will endeavour to seek out and use a reputable cloud storage system.

c) The transmission and exchange of information is carried out at your own risk. The AAEGT cannot guarantee the security of any information that you transmit to, or receive from, The Company. The AAEGT takes measures to safeguard against unauthorised disclosures of information. However, The Company cannot assure you that personal information that is collected will not be disclosed in a matter that is inconsistent with this Privacy Policy.

ACCESS TO YOUR PERSONAL INFORMATION
a) You may request details of the personal information that the AAEGT holds about you. A small administrative fee may be payable for the provision of information. If you would like a copy of the information which the AAEGT holds about you or you believe that any information held is inaccurate, irrelevant or misleading, please email the Secretary at info@aaegt.net.au.

b) The AAEGT reserves the right to refuse to provide you with information that is held about you in certain circumstances.

COMPLAINTS ABOUT PRIVACY
If you have any complaints about the AAEGT privacy practices, please send details of your complaints to the Secretary at info@aaegt.net.au. The AAEGT takes complaints very seriously and will respond in due course after receiving written notice of your complaint.

CHANGES TO PRIVACY POLICY
The AAEGT may change this Privacy Policy in the future. At its discretion, The Company may modify this policy at any time, and all modifications will be effective immediately upon its posting of the modifications on the AAEGT website. Users should regularly check for changes.