



## Privacy Policy

This privacy policy describes how the Society of Construction Law Australia (**Society**) protects and makes use of the information you give the Society, including when you use its website [www.scl.org.au](http://www.scl.org.au). This privacy policy is current as at June 2018. If you have any questions about this policy as it relates to the website, please email [australia@sclinternational.org](mailto:australia@sclinternational.org). Otherwise, please contact the Society's Chair [chair@scl.org.au](mailto:chair@scl.org.au).

### Introduction

We gather and use certain information about individuals in order to administer memberships to the Society, provide services to our members and to enable certain functions on the Society's website. We also collect information to better understand how visitors use the Society's website and to present timely, relevant information to them.

### What kinds of personal information does the Society collect?

The kinds of personal information that we collect and hold about you will depend on the circumstances of collection, including whether we collect the information from you as a member or prospective member of the Society, a service provider or a sponsor, or in some other capacity.

For example, we collect the following information:

- (a) Relevant personal details required for membership such as name, address, email, and qualifications.
- (b) Website usage data relating to visitors to our website.

### How does the Society use personal information?

Collecting your personal information helps us understand what you are looking from the Society, and enables us to deliver improved services.

We may use personal information for a range of purposes including:

- (a) To administer activities of the Society, and its membership.



- (b) To improve the services we provide.
- (c) To contact our members in response to a specific enquiry.
- (d) To send communications to our members and sponsors.
- (e) To customise the website for visitors to our website.
- (f) To manage our relationships with our sponsors.

### **When does the Society disclose personal information to third parties?**

In administering the activities of the Society, we may sometimes need to disclose personal information to third parties. These include, where appropriate:

- financial institutions for payment processing;
- the Society's service providers, including:
  - information technology service providers;
  - external business advisors (such as auditors and lawyers); and
- the Society's event and conference sponsors in connection with the administration of the Society's events and conferences.

Unless we have your permission or the law requires us to, we will not sell or disclose your personal information to third parties other than for administration or other purposes connected with the Society's work. Being an industry association, such other purposes connected with the Society's work may include the provision of our conference delegate lists to our sponsors and/or the publication of delegate lists in our conference programmes.

### **Communications**

We may use your personal information to contact you with news and information about our events and activities.

You can let us know at any time if you no longer wish to receive these communications, by contacting us using our contact details above. Your consent will be deemed if you do not opt out when we offer you the opportunity to do so, and will remain current until you advise us otherwise.



## **Cookies and how we use them on our website**

### *What is a cookie?*

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

### *How we use cookies*

We may use cookies on our website to:

- (a) Analyse our web traffic using an analytics package. Aggregated usage data helps us improve the website structure, design, content and functions.
- (a) Identify whether you are signed in to our website. A cookie allows us to check whether you are signed in to the site.
- (b) Test content on our website. For example, 50% of our users might see one piece of content, the other 50% a different piece of content.
- (c) To recognise when you return to our website. We may show your relevant content, or provide functionality you used previously.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

### *Controlling cookies*

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it. To learn more about cookies and how they are used, visit All About Cookies <http://www.allaboutcookies.org/>.



### **Controlling information about you**

We take reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. You can help us by letting us know about any changes to your details.

You can verify, update and delete the membership information we hold for you by logging in to the website and going to your account. If you would like to access or correct any other personal information we hold about you, please contact us and we will generally provide you with access to your personal information.

### **Security**

We take reasonable steps to ensure we hold your information securely, including by implementing appropriate physical and electronic security safeguards. The website uses HTTPS encryption to protect the transmission of data between your web browser and our server. However, no data transmission over the Internet can be guaranteed as totally secure. Accordingly, the Society cannot ensure the security of any information you transmit to or from the website, and you do so at your own risk.

### **Links from our site**

Our website contains links to other websites. Please note that we have no control of websites outside the scl.org.au domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy. Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

### **Changes to this policy**

We may amend this policy from time to time at our discretion. Amended versions will be posted on our website at scl.org.au.