



AUSTRALIAN DIRECTORS GUILD LTD

ABN 14 002 294 920

Suite 28, 330-370 Wattle St, Ultimo NSW 2007

ADG Privacy Policy

The Australian Directors Guild Ltd (**ADG**) take your privacy very seriously and is committed to providing quality services to you. This policy outlines our ongoing obligations to you in respect of how we manage your Personal Information through adopting the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include your name, pseudonym, nationality, postal address, email address, career history, agent contacts, phone number, bank account, cookies and usage data.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website www.adg.com.au, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing and marketing our services to you. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists/directory at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Usage Data

We may also collect information how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

Tracking Cookies Data

We use cookies and similar tracking technologies to track the activity on our Service and hold certain information. Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyse our Service. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

How does the ADG collect and hold information?

Wherever possible, we collect personal information about you directly from you. For example, when you register to access the ADG' online membership portal and on-line member directory, submit an application form or contract for legal advice.

ADG may also collect your personal information from third parties in accordance with the requirements of the APPs, including from:

- other rightsholders in a work, including co-directors;
- the public domain including social media, industry directories, industry guides, and the Internet;
- similar organisations in other countries; and
- funding agencies, such as Screen Australia, Film Victoria and Screen NSW, among others.

Irrespective of whether personal information is stored electronically or in hard copy form, we take reasonable steps to protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure. Our websites provide facilities for the secure transmission of information across the internet. However, users should be aware that there are inherent risks transmitting information across the internet.

We keep your hard-copy or electronic records on our premises and systems or offsite using trusted third parties.

Our security safeguards include:

- training and reminding our staff of their obligations regarding your information;
- when we use third parties that handle or store data, we ensure that appropriate data handling and security arrangements are in place; and
- where practical, we keep information only for as long as required.

How do we use personal information?

Where we collect and hold personal information, it is collected and held for our business purposes, to fulfil our legal obligations and to keep members informed of our activities and services. Our business purposes are set out in detail on our website.

We may also use and disclose your personal information in the following circumstances:

- to manage memberships and access to services provided by us such as contractual advice;
- to persons authorised by you, such as your agent or manager or to the public;
- to third party specialists we engage to provide us with legal, administrative, financial, insurance, research, marketing or other services;
- to support our advocacy projects on behalf of members and in industry studies carried out by us or on our behalf;
- in relation to other secondary purposes you might reasonably expect us to use your personal information for in connection with the primary purposes outlined above.
- To gather analysis or valuable information so that we can improve our Service
- To monitor the usage of our Service

- To provide you with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless you have opted not to receive such information
- To provide and maintain our Service

This is not an exhaustive list. We may also use and disclose your personal information for any other purpose to which you have consented, which you would reasonably expect the personal information to be used or disclosed and in other ways subject to the requirements of the APPs.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Transfer Of Data

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside Australia and choose to provide information to us, please note that we transfer the data, including Personal Data, to Australia and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

The ADG will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

Service Providers

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analysing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Payments

We may provide paid products and/or services within the Service. In that case, we use third-party services for payment processing (e.g. payment processors).

We will not store or collect your payment card details. That information is provided directly to our third-party payment processors whose use of your personal information is governed by their Privacy Policy.

The payment processors we work with are:

PayPal

Their Privacy Policy can be viewed at <https://www.paypal.com/webapps/mpp/ua/privacy-full>

Links To Other Sites

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security. Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure. When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing. ADG will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information. In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Attn: ADG Privacy Officer
The Australian Directors Guild Ltd (ADG)
Suite 28, 330-370 Wattle St, Ultimo NSW 2007
admin@adg.gov.au