



Privacy Policy



AUSTRALIAN INFORMATION SECURITY ASSOCIATION

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1. Background

The Australian Information Security Association (AISA) is a not-for-profit charity status organisation promoting the field of information security. AISA delivers value to its members and stakeholders through a variety of mechanisms including Branch Meetings, Security Days, newsletters (eDMs), community focused events, discounts to industry events/ training courses and the annual National Conference known externally as Australian Cyber Conference or CyberCon®.

AISA's core mechanism of providing value to members and associate members (students) is through the Branches and their Branch Meetings and Security Days / One day conferences (e.g., Perth Conference, BrisSec etc).

1.1. Purpose

AISA is committed to maintaining the security of the Personal Information ('Personal Information') that you provide to us. When you share your Personal Information with us, we treat it with care.

This Privacy Policy clearly describes our privacy practices and how we collect, hold, use, process, record, store and manage your Personal Information.

We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) the Privacy Amendment (Notifiable Information Breaches) Act 2017 (NDB) (Australia), and to the extent applicable, the EU General Data Protection Regulation (GDPR, Spam Act 2003 (Cth) and the Do Not Call Register Act 2006 (Cth)

By using the AISA website, social media or registering for our events ('Event'), you consent to the collection, processing, and management of Personal Information as set out in this Privacy Policy.

1.2. Intended Readership

The scope of this Policy extends to all Personal Information that we collect, hold, use and disclose in the course of fulfilling AISA's purpose and in complying with law and managing risk.

In fulfilling AISA's purpose our activities include our member relationships, including providing members with information about their Participation, internal operations (management, employees, temporary staff, contractors) and external operations (third parties such as business partners and service providers).

The scope of this Policy extends to our external client-facing activities such as our online presence at www.aisa.org.au and to the Personal Information that is collected through our social media, website and through the use of email for general communications, marketing and member purposes. It also extends to conferences and public events that we arrange and host across Australia.

This policy does not extend to third party websites or to social media accessed via links on our website or email communications. Use of third-party links and social media will be governed by the privacy policies and terms of use of the relevant service providers.

2. Services

AISA operates www.aisa.org.au, www.aisasecuritydays.com.au, www.cyberconference.com.au (the 'Site/s'). The Site/s are owned and operated by Australian Information Security Association (AISA) Limited (ABN 18 171 935 959) ('AISA').

You can register for an account ('Account') through the Site/s to register for an Event ('Registrant') and or AISA Membership.

By registering for an Account through the Site/s, you will be required to accept our Terms and **Privacy Policy** by clicking "register" in the Registrant interface or Join Now in the Membership Join process. By clicking "register" you agree to all the terms and conditions of our Terms and **Privacy Policy** listed on the Site which gives notice to you through our Registrant interface as follows:

By Registering, you agree that you've read and accepted our Terms and Conditions and you consent to our Privacy Policy.

3. What Personal Information is collected

- 3.1. "Personal Information" is information or an opinion that can reasonably identify an individual (s 6(1) of the Privacy Act). This means any information about an identified or identifiable person.
- 3.2. We receive and store Personal Information you provide to us through your use of our Site/s or when you register to attend an Event.
- 3.3. We may ask you to provide Personal Information such as your name, organization, job title, address, email address, mailing address, telephone number, and payment details.
- 3.4. We may collect additional data from you at other times, including but not limited to, when you provide feedback, when you provide content and data, change your content or email preference, respond to surveys and promotions, or communicate with our customer support through electronic media including by the Internet, phone, text messages, emails, and newsletters.

4. How we collect that information

- 4.1. AISA collects Personal Information from you in a variety of ways, including when you interact with us electronically or in person, when you register to attend our Events and when we provide you with access to products and services.
- 4.2. We may also receive Personal Information from third parties in connection with the supply of our Services. If we do, we will protect your Personal Information in accordance with this Privacy Policy.

5. How we use your Personal Information

AISA uses your Personal Information, and you consent to us using your Personal Information to:

- supply you with access to our Events or products and services in accordance with our Terms;
- provide you with information and updates about our Events;
- manage your relationship with AISA, and deal with your requests, complaints, and enquiries;
- communicate with you by a variety of measures including, but not limited to, by telephone, email, SMS, newsletters, or mail;
- sending you service messages about your Event registration, subscription or account sign up;
- for marketing and advertising;
- manage, research, and develop our Events including through data analytics and research and development;

- administer our business activities; and
- to meet legal, regulatory and compliance obligations.

5.1 If you choose to withhold your Personal Information, it may not be possible for us to provide you with access to Events or products and services or for you to access certain parts of our products and services and for us to respond to your queries.

5.2 You may share your Personal Information with others when you authorise and make something public including on our Site which the public can access or see, for example, when you purchase a listing on our Site (if this option is made available to you) where various types of information about you and your business will be publicly displayed on our Site listings.

5.3 When you register for our Events or become a member, we obtain your consent through clear opt-in mechanisms such as unticked checkboxes where you actively indicate your preferences for:

- Marketing communications from AISA
- Sharing your information with sponsors
- Photography/filming at events
- Different categories of communications (e.g., newsletters, event announcements, branch updates)

5.4 We maintain records of all consent provided, including:

- When and how consent was obtained
- Exactly what you consented to
- Any updates or changes to your consent preferences

5.5 You can withdraw your consent at any time by:

- Clicking the "unsubscribe" link in any email communication
- Updating your preferences in your member portal
- Contacting us directly at membership@aisa.org.au

5.6 If you withdraw consent, we will promptly update our records and cease the relevant processing activities, though this will not affect the lawfulness of processing based on consent before its withdrawal.

5.7 We review and update our consent mechanisms regularly to ensure they remain clear, granular, and easy to use, in anticipation of enhanced consent requirements coming into effect in 2025.

6. Images, photography and videography/filming

6.1. In these Terms, '**Media**' means all photographs, film, audio, or other recording including all negatives, transparencies, prints or digital information pertaining to them, still or moving, taken of me and includes all digital, electronic, print, television, film, radio, audio, audio-visual works and other media now known or to be invented.

6.2. You irrevocably consent to being filmed or photographed by AISA (or its representatives) and to AISA using your name, likeness, image or voice through Media for the purpose of promoting our Events, or other products and services. No remuneration is payable for such use.

6.3. You agree to give AISA and their agents and assigns, all right, title and interest to use or alter the Media for any lawful purpose which may include but not be limited to, advertising, promotion, marketing, social media, trade and packaging for any product or service, whether used in conjunction with my name or any other name. AISA's rights in relation to the Media include the following:

- using, reproducing, adapting, or exploiting all or any part of the Media;
- the use of Media for advertising, merchandising or promotional purposes of any kind;
- attributing authorship of the Media to AISA;

- not attributing authorship of the author when communicating, exhibiting, or performing the Media to the public or in public, and when reproducing, copying, publishing, and adapting the Media;
 - materially altering the Media in any way, or making any modification, variation, or amendment of any nature whatsoever to the Media; and
 - using the Media for research, analytics, and marketing purposes.
- 6.4.** You agree that the Media may be combined with other material and may be cropped, altered, or modified.
- 6.5.** You release AISA, its affiliates, officers, agents, and employees from any claims for remuneration or any form of damage whether foreseen or unforeseen associated with the proper artistic or commercial use of the Media. You agree that this release is irrevocable and applies in all States and Territories of Australia and worldwide.
- 6.6.** You agree that you must not take photographs, make film, audio, or other recording at the Event for commercial purposes without our written permission. We reserve the right to require that cameras, audio and video recorders or other equipment may not be used at certain Events.

7. Legal basis in the European Union (EU) for the collection and processing of your Personal Information

- 7.1.** “Personal Information” refers to any information relating to an identifiable natural person who can be identified directly or indirectly (**Information Subject**) (Article 4).
- 7.2.** We adhere to the GDPR’s data protection and accountability principles:
- data processing must be fair to the data subject
 - data must only be processed for specific and legitimate purposes
 - don’t collect more data than you need
 - ensure the data you collect is accurate
 - don’t store personal data longer than needed for the specified purpose
 - process data in a way that ensures security, integrity, and confidentiality
 - be able to demonstrate compliance with these principles.
- 7.3.** If you are an individual residing in the EU, we may collect and process Personal Information about you in accordance with the GDPR. A “Controller” says how and why Personal Information is processed and a “Processor” acts on behalf of the Controller by processing the data.
- 7.4.** The GDPR applies to the data collection and processing activities of businesses with an establishment in the EU or where the processing activities relate to offering goods or services to individuals in the EU or monitor the behaviour of individuals in the EU.
- 7.5.** When you register for our Events or access products and services, we process Personal Information on your behalf as a Processor where you are the Controller and otherwise to the extent that we are a Controller as defined in the GDPR.
- 7.6.** The legal basis that we collect and process your Personal Information is based on the following:
- Contractual basis. This legal basis applies to the collection or processing of Personal Information in order to fulfil or perform a contract with you, or to which you are a party.
 - Consensual basis. This applies where you have provided your consent to the

collection or processing of Personal Information for a specific purpose (for example, to provide you with marketing updates). You can withdraw your consent at any time by updating your email preferences, opting out, or by contacting us directly.

- Legitimate interests. This applies where we have a legitimate interest to collect or process your Personal Information. For example, it may be to respond to an enquiry about our Services, or to improve our Services.
- Legal obligations. This applies where it is necessary to disclose your Personal Information to comply with a legal obligation.

- 7.7.** “Processing” means any operation or set of operations that is performed upon Personal Information or sets of Personal Information whether automated or not including for collection, recording, organization, structuring, storage, adaption, or alteration, retrieval, consultation, use, disclosure by transmission or for dissemination. We only employ third- party data processors that are compliant with the GDPR requirements and that have sufficient security measures in place to protect and safeguard your data.
- 7.8.** We will only otherwise collect your Personal Information with your express consent for a specific purpose and any Personal Information collected will be to the extent necessary and not excessive for its purpose. We will keep your data safe and secure.
- 7.9.** We process Personal Information in accordance with your documented instructions and we will not engage another processor without your prior specific and written consent. We will make available to you all information necessary to show our compliance with the GDPR including that we have taken appropriate security measures to protect the Personal Information in accordance with the GDPR. We will delete or return the Personal Information to you at the end of our interaction with you in accordance with your explicit instructions.
- 7.10.** In the event of a Personal Information breach including any breach of security that leads to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Personal Information transmitted, stored or process, we will report the breach to you without undue delay after becoming aware of the breach, and not later than 72 hours after the breach giving you a description of the nature of the breach.
- 7.11.** Unless otherwise required by contractual obligation or any other legal basis, we only store your Personal Information while it remains necessary, or if the purpose of the processing could not reasonably be fulfilled by other means.
- 7.12.** We currently service a limited number of EU data subjects, including:
- Approximately 36 EU attendees at our last Australian Cyber Conference
 - 3 identified EU members participating in our "cloud branch" (webinar-based activities)
 - Other EU participants who may not have disclosed their residency
- 7.13.** For our EU data subjects, we maintain comprehensive records of processing activities, including:
- Categories of personal data collected
 - Purposes of processing
 - Categories of recipients
 - International transfers
 - Retention periods
 - Security measures implemented

8. The Personal Information rights of individuals under the GDPR

- 8.1.** If you are an individual residing in the EU, you have certain rights as to how your Personal Information is being controlled and used.
- 8.2.** We comply with your rights under the GDPR (subject to the grounds set out in the GDPR) that permit you:
- to be informed as to how your Personal Information is being used;
 - to access your Personal Information and to know specifically what information is held about you and how it is processed, where and for what purpose (we will provide you a copy of your Personal Information in electronic format free of charge if requested);
 - to rectify your Personal Information if it is inaccurate or incomplete;
 - to erase your Personal Information (also known as 'the right to be forgotten') if you wish to delete or remove your Personal Information;
 - to restrict processing of your Personal Information;
 - to retain and reuse your Personal Information for your own purposes (Personal Information portability);
 - to object to your Personal Information being used; and
 - to object against automated decision making and profiling.

- 8.3.** You can contact us any time to exercise your rights under the GDPR including as to:

- request access to Personal Information that we hold about you;
- to correct any Personal Information that we hold about you;
- delete Personal Information that we hold about you; or
- opt out of emails, marketing, and any other push notifications that you receive from us.

We may ask you to verify your identity before acting on any of your requests.

If you have any questions about AISA's collection and storage of data, please contact us at privacy@aisa.org.au

- 8.4.** To exercise your rights under the GDPR or Australian Privacy Principles, please contact us through the following channels:
- For members: Email membership@aisa.org.au for access, correction, or deletion requests related to your membership information
 - For event registrants: Email registration@aisa.org.au for access, correction, or deletion requests related to event registration information
 - For general privacy inquiries: Email privacy@aisa.org.au
- 8.5.** When submitting a request:
- Clearly state which right(s) you are exercising
 - Provide sufficient information to verify your identity
 - Specify the information to which your request relates

- 8.6.** We will respond to all legitimate requests within 30 days. If more time is required due to the complexity of the request, we will notify you and keep you informed of progress.

9. International data transfers

- 9.1.** We may store, process, and transfer your data, including your Personal Information in Australia and also in countries other than the country you live in. Information transfer may occur in and between countries outside of Australia including to countries that may not have data privacy legislation that is equivalent to that in the country where you reside or where such Personal Information may be accessible by government agencies.
- 9.2.** Specific international transfers may occur:
- When you opt-in to share information with event sponsors located outside Australia (primarily in the United States)
 - When we use third-party service providers with servers located internationally
 - When EU residents participate in our events or cloud branch activities
- 9.3.** You may not have the same rights to protect your data in these countries as you do in Australia. Where your data has been transferred to a country abroad, it will be treated in accordance with the purposes described in this Privacy Policy.
- 9.4.** For transfers to countries without adequate data protection laws:
- We implement standard contractual clauses approved by the European Commission or other valid transfer mechanisms for EU data subjects
 - We conduct risk assessments of the recipient country's privacy regime
 - We ensure contractual safeguards are in place with the recipient
- 9.5.** Where the GDPR applies, we only employ third-party data processors that are compliant with the GDPR requirements and that have sufficient security measures in place to protect and safeguard your data.
- 9.6.** To protect data transfers across national borders (or out of the European Economic Area), AISA will protect the transfer of Personal Information as required by law including implementing standard contractual clauses where recognised by law, under the Privacy Shield Principles and the Trans-Atlantic Data Privacy Framework if this applies, or other lawful means of transferring Personal Information.

10. Disclosure of your Personal Information to other registrants and third parties with access to it

- 10.1.** We will only share your Personal Information where you have given us your consent, and only for the purposes described in this Privacy Policy.
- 10.2.** We may disclose your Personal Information to any of our employees, officers, insurers, professional advisers, agents, suppliers, or subcontractors insofar as reasonably necessary for the purposes set out in this Privacy Policy. Personal Information is only supplied to a third party when it is required for the delivery of our Services.
- 10.3.** We may also share your Personal Information with other Registrants on the Site or our sponsors where you have authorised us to do so to interact with others on your behalf and for a Registrant to connect with another Registrant through the Site in accordance with the Terms. You authorise us to provide your Personal Information to another Registrant on the Site or our sponsors only for the primary purpose that we collected it, and where you have provided us with your consent.
- 10.4.** You are solely responsible for your use of the Personal Information of others, and you undertake that you will only use and deal with Personal Information in accordance with the Privacy Act and the GDPR and all other applicable laws and regulations in the applicable jurisdictions.

10.5. We may share your Personal Information with the following third-parties to help us provide our Services, and to provide you with a payment platform:

- Accommodation providers: When you book accommodation through our registration form, your relevant booking details are provided to the accommodation provider. This data is subject to the accommodation provider's own privacy policies.
- Touchpoint: Our on-site registration system provider temporarily processes your registration information during events. All data is deleted from their systems following the conclusion of the event.
- Events Air: Our event registration platform stores your registration data securely. This data is anonymised after 12 months in accordance with our data retention policies.
- Cornerstone Events: Our Professional Conference Organiser (PCO) may access your data for event management purposes. This data is also anonymised after 12 months.

10.6. Where you have opted in to share your information with event sponsors, we may provide sponsors with limited data (name, title, company, email). Some sponsors may be located outside Australia (e.g. in the United States). By opting in to sponsor communications, you consent to the international transfer of your data to these entities.

10.7. When we disclose your Personal Information to third-party service providers, we do so on the basis that your Personal Information is treated with confidence, and only used for the limited purpose of providing support for registration to our Events or access to products and services, and in a manner consistent with this Privacy Policy.

10.8. If we need to disclose Personal Information to third parties in a different country to where the information was collected, we will take steps to ensure that there is a lawful basis for the disclosure and that the disclosure complies with all applicable laws.

10.9. We may from time to time need to disclose Personal Information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.

10.10. If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer Personal Information to the extent permissible at law.

11. Data retention

11.1 AISA maintains a comprehensive data retention schedule that balances our business needs, legal obligations, and your privacy rights. The retention periods may be determined by legal and regulatory requirements.

11.2 Our core retention principles include:

- We only collect the minimum data necessary for each purpose ("data minimisation")
- We store your data only for as long as necessary for the purpose it was collected
- We anonymise or delete data when the retention period expires
- We maintain appropriate security throughout the data lifecycle

11.3 Specific retention periods:

- **Membership data:** Retained for active membership period plus 7 years after membership lapses, then purged at the end of each calendar year

- **Event registration data:** Retained for 12 months, then anonymized (EventsAir and Cornerstone Events)
- **On-site registration data:** Deleted immediately after event completion (Touchpoint)
- **Marketing communication lists:** Updated with each new export, with old lists removed when replaced
- **Cyber Conference data:** Retained for 12 months minimum
- **Financial records:** Retained for 7 years as required by tax legislation

11.4 Our main systems that store AISA data are:

- IMIS
- Campaign Monitor
- Events Air

11.5 IMIS data handling:

- Data stored includes: Member data (name, address, email address, mobile phone number, employment organisation details (optional), gender (optional), historical record of event attendance and CPE diary, communications/EDMs sent from IMIS, member ID)
- It is an auditing requirement that on June 30th every year, AISA compiles a complete list of all active members with identifiable data. This information is retained for seven years.

11.6 Campaign Monitor data handling:

- Data stored includes: Active member details (first name, email address, branch), previous year Cyber Conference delegates
- Data is regularly exported from IMIS into Campaign Monitor by the General Manager
- Cyber Conference data is retained for a minimum of twelve months
- All old lists are removed as they are replaced by new, more current lists

11.7 Events Air data handling:

- Data stored includes: Registrations for Australian Cyber Conference (Canberra and Melbourne), contracts with third party suppliers
- Data is anonymized after 12 months

11.8 For any additional personal information not specified above, we generally retain the information for the period necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law.

12. Data processing agreements

12.1.1. We maintain appropriate data processing agreements and security measure with our key providers:

EventsAir:

- GDPR Compliant
- ASD Essential 8 Level 3 Compliant
- PCI-DSS Level 1 v3.2.1 Compliant
- SOC-2 Type II Compliant

Touchpoint:

- Utilizes our EventsAir license for delegate information management

- Does not retain any event data independently
- Subject to our data processing requirements

Cornerstone Events:

Bound by confidentiality obligations to protect all Personal Information

Contractually required to:

- Not use confidential information or PII for their own or any third-party benefit
- Not use information in any manner likely to result in loss or damage to AISA or its stakeholders
- Maintain confidentiality obligations indefinitely after termination of services
- Ensure all third parties they engage are bound to the same standard of confidentiality and privacy

12.1.2. We regularly review our data processing agreements to ensure they comply with current legislation and adequately protect your Personal Information.

13. Information regarding minors

13.1. AISA's services, events, and membership are not intended for minors (individuals under 18 years of age). We do not knowingly collect personal information from minors except in limited, supervised circumstances.

13.2. The only exception to this policy is for supervised Australian high school students who may attend specific supervised sessions at our events, such as keynote presentations at the Cyber Conference. In these cases:

- Student names are provided by their school
- Students do not formally register for the event
- Personal information is minimal and used solely for security and attendance purposes
- Data is deleted after the event

13.3. If we learn we have collected personal information from a minor without appropriate supervision or parental consent, we will take steps to delete that information promptly.

13.4. For any supervised educational programs involving minors, we implement enhanced data protection measures:

- Limited collection of personal information to what is strictly necessary
- Restricted access to the information on a need-to-know basis
- Accelerated deletion timeframes
- No marketing communications or data sharing with third parties

13.5. Parents or guardians who believe we may have collected personal information from a minor without proper consent should contact us at privacy@aisa.org.au

14. Australian Privacy Law Compliance

14.1. AISA complies with the Privacy Act 1988 (Cth) including the Australian Privacy Principles and the Privacy Amendment (Enforcement and Other Measures) Act 2022.

14.2. We acknowledge the significant penalties that may apply for serious or repeated privacy breaches.

14.3. To prevent serious privacy breaches, we have implemented:

- Regular privacy impact assessments for new initiatives
- Staff training on privacy obligations
- Technical and organizational security measures

- Data breach response procedures
- Regular audits and compliance reviews

14.4. Our approach to mandatory data breach notifications includes:

- A dedicated response team to assess potential breaches
- Established criteria for determining whether a breach is likely to result in serious harm
- Clear procedures for notifying affected individuals and the Office of the Australian Information Commissioner
- Post-breach review processes to prevent similar incidents

15. Future-Proofing for 2025 Privacy Act Reforms

15.1 AISA is committed to conducting Privacy Impact Assessments (PIAs) for new or modified processing activities that may involve high risks to individuals' privacy.

15.2 Our PIA process includes:

- Systematic description of the processing operations
- Assessment of necessity and proportionality
- Identification and evaluation of risks to individuals
- Identification of measures to address those risks
- Documentation of findings and implementation of recommendations

15.3 We integrate privacy risk management into our overall governance framework by:

- Assigning privacy responsibilities to specific roles
- Including privacy considerations in project planning
- Regularly reporting on privacy compliance to the Board
- Continuously monitoring privacy risks and mitigation measures

16. Transparency framework

16.1 AISA is committed to transparent data processing practices. We provide information about our privacy practices in multiple formats:

- This comprehensive Privacy Policy
- Layered privacy notices at different interaction points
- Just-in-time notices for specific data collection activities
- Clear privacy communications in plain language

16.2 For any automated decision-making processes we may implement in the future, we will:

- Clearly inform you that decisions are being made by automated means
- Provide meaningful information about the logic involved
- Explain the significance and potential consequences of such processing
- Offer ways to obtain human intervention, express your point of view, and contest the decision

16.3 We strive to make our privacy information:

- Concise, transparent, intelligible, and easily accessible
- Written in clear and plain language
- Free of charge and easily available
- Appropriate to the intended audience

17. Preparation for 2025 Privacy Law Reforms

- 17.1** AISA acknowledges the anticipated 2025 privacy law reforms in Australia and is proactively preparing for these changes.
- 17.2** We are monitoring legislative developments and implementing practices that align with expected requirements, including:
- Enhanced consent mechanisms
 - Expanded definition of "personal information"
 - New right to erasure ("right to be forgotten")
 - Strengthened overseas data transfer protections
 - Additional safeguards for children's data
 - Potential GDPR-style penalties
- 17.3** AISA maintains an ongoing privacy compliance program that:
- Regularly reviews and updates our privacy framework
 - Provides privacy training to staff and volunteers
 - Documents privacy compliance activities
 - Adapts to the evolving privacy landscape
- 17.4** When the 2025 reforms are enacted, we will promptly update this Privacy Policy to reflect the new requirements.

18. Digital Platform Regulation Readiness

- 18.1** AISA recognises that digital platforms may face specific regulatory requirements regarding the collection and use of personal information.
- 18.2** For our digital platforms (websites, webinar platforms, online registration systems), we:
- Maintain clear records of data flows and processing purposes
 - Ensure transparency in our online data collection practices
 - Implement appropriate security measures for digital assets
 - Regularly review and improve user privacy controls
 - Monitor emerging best practices for digital privacy
- 18.3** We continuously evaluate our digital engagement to ensure it aligns with privacy regulations and user expectations.

19. Security of information

- 19.1.** We are committed to taking reasonable steps so that the Personal Information you provide to us is secure.
- 19.2.** To prevent unauthorised access or disclosure, we have put in place physical, electronic, and managerial procedures, to safeguard and secure Personal Information and protect it from misuse, interference, loss and unauthorized access, modification, and disclosure. These measures include the use of software and other electronic measures such as firewall, logs, and email notifications.
- 19.3.** Right to Erasure ("Right to be Forgotten") Procedures:
- 19.3.1.** You may request deletion of your Personal Information by contacting us at

privacy@aisa.org.au Your request should clearly state that you wish to have your Personal Information deleted from our systems.

19.3.2. Upon receipt of your erasure request, we will:

- Verify your identity
- Identify all locations where your data is stored
- Delete or anonymise your Personal Information from all systems
- Ensure third parties with whom we've shared your data also delete the information

19.3.3. Limitations to erasure: We may retain certain information despite an erasure request where:

- We have an overriding legitimate interest
- We have a legal obligation to retain the data (e.g., for tax or audit purposes)
- The data is necessary for establishing, exercising, or defending legal claims
- Anonymised data is kept for statistical purposes

19.3.4. We will inform you of the outcome of your erasure request, including any information we must retain and the legal basis for such retention.

19.4. Microsoft 365

We use Microsoft 365 to conduct our work, which includes handling documents and correspondence that contain Personal Information. We only use the following products and services: Exchange, OneDrive, SharePoint, Teams, Planner, and Office.

We have set up reasonable security safeguards including multi-factor authentication (MFA), role-based access controls, and promptly applying patches to applications and devices.

Our Microsoft 365 data is stored in Australia. Microsoft's

Trust Center is located [here](#).

20. Notifiable data breach ('NDB')

20.1. The security of your data is important to us but no method of transmission over the Internet 100% private and secure. We do not guarantee or warrant the absolute privacy or security of any data we collect from or about you.

20.2. The Internet is an insecure medium and users should be aware that there are inherent risks transmitting information across the Internet. Information submitted unencrypted via electronic mail or web forms may be at risk of being intercepted, read or modified.

20.3. A reportable "Data Breach" is a security incident where the integrity of Personal Information is compromised through being destroyed, lost, altered, corrupted, disclosed or accessed by an unauthorised person where it is likely to result in serious harm to any individual affected.

20.4. We have procedures and systems in place including a data breach incident response plan, specific data breach policies and procedures and personnel to deal with an actual or suspected "Data Breach" and will notify you and the applicable regulator in accordance with our obligations under the Privacy Laws and the NDB.

- 20.5.** Please report to AISA any actual or suspected data breaches for investigation by using the contact details provided below.

21. Access to your Personal Information

- 21.1.** You may request details of Personal Information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth), and to the extent applicable the EU GDPR. If you would like a copy of the information which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us privacy@aisa.org.au.
- 21.2.** We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act or any other applicable law.

22. Third-party tools

- 22.1.** We may use technologies and third-party subscription services that use Google Analytics, pixels, tags and web beacons (code snippets) to improve the user experience of our Site and to analyse how people access our Site to register for Events.
- 22.2.** The other information we collect is mostly anonymous traffic data aside from the approximate location (IP address) and may include browser type, device information, and language. The information collection is in aggregate form so that it cannot identify any individual Registrant and provides an overview of how people use our Site.

23. Cookies and social media features

- 23.1.** Cookies are small text files that can be stored on your computer, tablet, or mobile device when you visit our Site. These small files contain information about browsing activity. Cookies are used to identify you when you come back to a website and store details about your use of the website.
- 23.2.** Our cookie usage varies across our websites:
- 23.2.1.** www.aisa.org.au: No cookies are currently used on this site.
 - 23.2.2.** www.cyberconference.com.au: We use Google Analytics to understand how visitors use our site. These cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come from, and the pages they visited. No notification or user control process is currently in place for these analytics cookies.
 - 23.2.3.** www.aisasecuritydays.com.au: We use cookies on this site and provide a notification banner to inform users.
- 23.3.** We may use persistent and session cookies to track your use of our Site. Persistent cookies are stored as a file on your computer and remain there when you close your web browser. Session cookies are only stored on your computer during your web session and are automatically deleted when you close your browser.
- 23.4.** We use cookies to improve user experience. This enables us to understand how you use the Site and track any patterns with regards to how you are using our Site. Cookies allow us to distinguish you from other users, so that we can recognize you each time you visit. Cookies also allow us to store user preferences and provide you with a positive experience when you browse this Site, including enabling you to personalize Site settings.
- 23.5.** You can opt-out from the collection of cookies by editing your browser options:

- To manage cookies in most browsers, visit the settings, preferences or privacy sections.
- To opt out of being tracked by Google Analytics specifically, visit <https://tools.google.com/dlpage/gaoptout>
- For more information about cookies and how to manage them, visit www.allaboutcookies.org

23.6 We may include social media features such as the Facebook Like button, and widgets, such as the Share This button or other interactive mini-programs that run on our Site. Social media features and widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these features are governed by the privacy policy of the platform providing it.

24. Links

24.1. Our Services may from time to time have links to other sites not owned or controlled by us. Links to third party sites do not constitute sponsorship or endorsement or approval of these sites.

24.2. AISA is not responsible for the privacy practices of other such websites.

25. Complaints about privacy

25.1. If you have any complaints about our privacy practices, please contact us. We will respond promptly to your communications.

26. Changes to this privacy policy

26.1. We may modify this Privacy Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting on our Site.

27. How to contact us

27.1. This Site is operated Australian Information Security Association (ABN 18 171 935 959)

27.2. Our principal place of business is at
Level 8, 65 York Street, SYDNEY NSW 2000, Australia.

27.3. You can contact us:

- by post, using the mailing address given above;
- using our contact form on the Site, should one be made available to you;
- by calling us at (02) 8076 6012; or
- by email at info@aisa.org.au

28. Relationship to other AISA documents

This document is part of a broader suite of AISA policies, procedures and guidelines. Specifically, the

Privacy Policy should be read in conjunction with:

- AISA Constitution and Code of Ethics
- Terms & Conditions for the Events
- Privacy Policy Website Statement
- Consent Form