

Email Legal Notice

1. Applicability

The Australian Information Security Association (**AISA**) is a public company limited by guarantee and registered a charity and not-for-profit. The charitable purpose relied upon is set out in section 12 of the Charities Act 2013 as “*advancing the security or safety of Australia or the Australian public*”.

To achieve its purpose AISA is governed by a Constitution, under the direction of an operational Board, with representation across Australia in all major centres, comprising Branch Committees, headed by Branch Chairs. These management structures provide for a direct relationship with AISA Members.

Email is an integral part of AISA business and an important means of communicating with all stakeholders, service providers and third parties. This Email Legal Notice applies to all AISA Board, Branch Committee, Branch Chair and other authorised holders of AISA email accounts.

2. Purpose

The purpose of this Email Legal Notice is to regulate the use and receipt of email to and from AISA in accordance with Australian electronic law.

3. Scope

Emails, attachments to emails and links within emails are collectively referred to as ‘email’ in this Email Legal Notice.

4. Receipt of Email from AISA

Email from AISA is intended for named recipients only. Persons copied are also named recipients. Any other persons in receipt of email from AISA are unauthorised recipients of AISA email. As an authorised recipient, You agree to receiving communications electronically.

5. Confidentiality and Privilege of AISA Email

AISA email may contain confidential and/or privileged information. Any dissemination, distribution or copying by persons other than the intended recipient(s) is prohibited. If You are an unauthorised recipient, kindly:

- Notify the sender if the sender is an AISA representative; or
- Notify AISA at legal@aisa.org.au if the sender is a third party.

If You are an unauthorised recipient please destroy all email in electronic and hard copy format which You have received as an unauthorised recipient and/or have printed without authority.

6. Access, Monitoring and Interception

To comply with law and in line with international standards and best practice relating to the use of information technology in its business activities AISA monitors and intercepts live communications such as email (blocking, filtering, scanning etc.). Where necessary, to manage business risk and if required by law, AISA will also access static information created, received, communicated and stored by it as part of its business and in the pursuit of its legal obligations.

7. Privacy

As a result of AISA’s practice of monitoring and intercepting live email communications, users can have no expectation of privacy with respect to email communication to and from AISA. If You do not

agree to this limitation of Your possible right to privacy, You should not communicate with AISA by email. Please see also Our Website Terms and Conditions of Use and Privacy Policy which are related legal notices.

8. Warrantees and Representations

No warranties are made or implied that any employee, contractor or representative of AISA is or was authorised to create and/or send email on behalf of AISA.

9. Unauthorised Use of AISA Email Systems

AISA regulates its internal environment in accordance with Australian law and administrative, technical and physical controls. In the event that these controls, which include rules on the acceptable use of email are contravened by users who are AISA representatives, the users themselves will be liable. AISA directors and management shall not accept liability arising from such contravention.

10. Damages Arising from Email from AISA

Email technologies and the use of related telecommunication systems and networks expose AISA to dynamic security and business risk. AISA manages this risk in accordance with Australian law and through its policies, procedures and guidelines to prevent unauthorised access to or abuse of its systems and networks. While AISA is committed to a reasonable standard care and diligence, AISA cannot and will not be liable for damages arising from the use of email which are beyond its control.

11. Dispatch and Receipt of Email

In accordance with Australian electronic law, senders of email addressed to AISA agree that email is deemed received by AISA only when receipt is confirmed orally or in writing. Email from AISA will be deemed dispatched as and when reflected in the AISA mail server logs. For all purposes, the place of dispatch and receipt of email from and to AISA shall be Sydney, New South Wales, Australia.

12. Requirements for Valid Agreements

It is AISA policy that no binding agreements will be entered into through the use of email. Any offers made or received via email will be regarded merely as part of the process of negotiation. The conclusion of agreements negotiated by email must be reduced to writing, printed on paper and signed by hand with ink.

13. Skill, Diligence, Care

AISA will exercise reasonable skill, diligence and care as may reasonably be expected in the use of email by a similar charitable association.

14. Company Information

Name	Australian Information Security Association (AISA)
Physical address and the address for receipt of legal service of documents	Level 8, 65 York Street, Sydney, NSW., 2000. Australia
Postal address	Level 8, 65 York Street, Sydney, NSW., 2000. Australia
Phone numbers	+61 (02) 8076 6012
Website address	www.aisa.org.au
Email address	legal@aisa.org.au

ABN	181 719 35 959
Directors	Damien Manuel (Chair)
	Alex Woerndle (Deputy Chair)
	Alex Hoffmann
	Helaine Leggat
	Michael Trovato
	Nicole Murdoch
	Stephen Knights
	Tracey Edwards
Officer	Joshua Craig (Company Secretary)