

SASTA PRIVACY POLICY

Purpose

The South Australian Science Teachers Association Inc. (SASTA) is committed to protecting your privacy and managing your personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

This Privacy Policy explains how we collect, use, disclose and store your personal information, and how you may access or correct the information we hold about you.

1. What personal information we collect

The types of personal information we collect depend on the products and services you use. This may include:

- Your name, address, email address and telephone number
- School or workplace details
- Membership information
- Event registration details
- Order and transaction information
- Payment confirmation details
- Communication preferences
- Any information you provide to us through forms, email or telephone contact

We may collect limited sensitive information, such as dietary requirements, where necessary to manage event catering or accessibility needs. This information is collected only for that specific purpose and is handled with appropriate care.

2. How we collect personal information

We collect personal information directly from you when you:

- Apply for membership
- Register for an event or professional learning activity
- Purchase resources
- Subscribe to our mailing list
- Contact us by email, phone or online form
- Use our website

We may also collect limited information from third party service providers involved in processing payments or delivering services.

3. Website and Online Services

When you visit our website, limited technical information may be recorded automatically for security, analytics and website performance purposes. This may include information such as browser type, pages visited and general usage data.

We use Google Analytics to help us understand website traffic and improve our services. The information collected through analytics tools does not ordinarily identify you personally.

Our website uses cookies to enhance user experience. You may disable cookies through your browser settings, however some website functions may not operate correctly.

4. Payment Processing

Online payments are processed through Sprout CMS and EWAY. SASTA does not store full credit card details.

Payment information is handled securely by our payment service provider in accordance with industry security standards.

Financial records relating to transactions are stored in our accounting system, MYOB, for financial management and compliance purposes.

5. Email Marketing and Communications

When you create an account, register for an event, purchase resources or provide your email address to us, you consent to receiving communications from SASTA relating to:

- Upcoming events
- Professional learning
- Publications and resources
- News and updates relevant to science education

We use email marketing platforms including Sender and Mailchimp to manage communications. These providers may store data on secure servers, which may be located outside Australia.

You may unsubscribe from marketing communications at any time by using the unsubscribe link in the email or by contacting us directly.

6. How we use your personal information

We use personal information to:

- Process memberships, orders and event registrations
- Deliver products and services
- Manage accounts and financial transactions
- Communicate with you about your membership or bookings
- Improve our services and website
- Meet our legal and regulatory obligations

7. Disclosure of personal information

We may disclose personal information to:

- Service providers who assist us in operating our website and delivering services
- Payment processors
- Email marketing providers
- Professional advisers such as accountants or auditors
- Regulatory authorities where required by law

We do not sell or trade your personal information.

Where personal information is disclosed to third party providers, we take reasonable steps to ensure they handle your information in accordance with privacy laws.

8. Storage and Security

We take reasonable steps to protect personal information from misuse, interference, loss and unauthorised access, modification or disclosure.

Personal information is stored in secure electronic systems and in limited physical files at our office. Access is restricted to authorised staff.

We retain personal information for as long as required to fulfil the purposes for which it was collected or to comply with legal and financial record keeping obligations.

9. Access and Correction

You may request access to the personal information we hold about you and request correction if it is inaccurate, out of date, incomplete or misleading.

Requests should be made in writing to the contact details below.

10. Complaints

If you have a complaint about how we have handled your personal information, please contact us in writing.

We will investigate your complaint and respond within a reasonable timeframe.

If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner at www.oaic.gov.au.

11. Changes to this Policy

We may update this Privacy Policy from time to time. The current version will be published on our website.

Contact Details

South Australian Science Teachers Association Inc.
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Torrensville SA 5031

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Torrensville Plaza SA 5031

ABN 22 938 317 192

Phone 08 8354 0006

Email office@sasta.asn.au

Approval and Review: this policy is approved by the Executive Officer and will be reviewed annually or as required to ensure it remains relevant and effective.