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	David Kube	RELEASE TO PUBLIC	B	09-04-14

Document Title – Friends Of The Astor Association Inc. Online Privacy policy

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0. Document Release & Control Information

0.1 Document History

Date	Author	Comments	Ver
16-07-2012	David Kube	Initial Draft Policy Privacy Document	PA1
20-08-2012	David Kube	PA Version authorised by FOTAA Main Committee Aug 2012 Meeting to be finalised as Ver A.	A
08-04-2014	Keith Partridge	Reviewed the Rev A document and found no material impact from changes to Privacy Act by Commonwealth of Australia Government with Australian Privacy Principles (APPs) etc effective 12 March 2014	B

0.2 Document Control & Release Information

Date	Author	Comments	Security	Release Status	Version
16-07-2012	David Kube	Initial Draft Policy Privacy Document for internal review	Restricted to FOTAA committees & Office Bearers	NOT RELEASED	PA1
16-08-12	Bill Gillies	Released Version authorised by FOTAA Main Committee July 2012 Meeting	PUBLIC	RELEASED	A
09-014-14	David Kube	Released Version authorised by FOTAA Main Committee April 9 th 2014 Committee Meeting	PUBLIC	RELEASED	B

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1. Document Introduction

FRIENDS OF THE ASTOR ASSOCIATION INCORPORATED VRN. 0055426P, (referred to here in this document as FOTAA), has an *Online Privacy Policy* that is specific to the FOTAA web site which is located at www.FOTA.net.au.

FOTAA is committed to protecting your privacy. FOTAA recognises that our members place ongoing trust in the Association and its services. FOTAA does not collect personally identifying information except when you specifically and knowingly provide it, subject to the exceptions set out below.

2. Contact Details

If you have queries, concerns or would like to revise your personal records maintained by FOTAA, please contact

FRIENDS OF THE ASTOR ASSOCIATION INCORPORATED.

Post: PO BOX 1149 Windsor VIC 3181
 Email: General Enquiries: info@FOTA.net.au

Members Email: Members@FOTA.net.au
 Website: www.FOTA.net.au


3. What information do we collect?

FOTAA collects information in two ways; automatically when you log onto FOTAA web site, and also when you provide your details through an FOTAA online form.

Web servers: For each visitor to our web page, our web server may automatically recognise the user's domain, IP address and sometimes an email address.

FOTAA online forms: FOTAA has introduced a login service, designed to offer users an efficient and personalised experience at FOTAA web site. You are required to login, to update any changes to your details, and to create or change a password, through joining the FOTAA online.

FOTAA online members are required to provide a valid email address and other personal details as a condition of FOTAA Membership.

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FOTAA Online members will be placed on our mailing list only by their explicit request via agreeing to the following during subscription as a member of FOTAA:

1. I acknowledge I have READ the RULES OF ASSOCIATION for FRIENDS OF THE ASTOR ASSOCIATION INCORPORATED (FOTAA INC.) VRN. 0055426P, and AGREE to be bound by them. *
2. Selecting a check box stating “YES, I Have Read the Rules of Association and Accept them. I Agree that the FOTAA may use my email address and contact details provided to contact me with information relevant to FOTAA activities, such as newsletters, special events etc. “
3. The member agrees to pay the membership fee annually according to Membership Schedule of Fees

4. Why do we require your personal information?

The information we collect is used to continually improve your site experience, by customising the content and web layout according to your preferences indicated by your use of the site.

FOTAA needs to collect, use and disclose the information required on online forms to provide you with the services to which the online forms relate. Your information may also be used by FOTAA to tell you about useful information such as newsletters, discounts, special offers, competitions and invitations to special FOTAA events. FOTAA may notify you about updates to our web site.

5. Disclosure of personal information

To provide you with products or information you request from the web site by filling out an online form, FOTAA *may* need to disclose your information to our business partners and contracted service providers.

For example:


Ticketing: The information you provide may be disclosed to attraction operators and event managers to process your request.

Online Sales: Such as T-Shirts, and other shopping cart items

In submitting your details, you should be mindful that information published on the Internet is available to everyone using the Internet. You should not provide this information if you do not want it to be publicly available.

In addition, FOTAA may disclose personally identifying information if FOTAA determines that disclosure of such information is:

- a) Required by law; and
- b) Reasonably necessary to protect the rights, property, or safety of FOTAA, its users, or other persons or entities.

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Under the foregoing circumstances, FOTAA may disclose personally identifying information without first notifying you or obtaining your consent.

6. Contacting us about access and correction of your personal details

FOTAA aims to ensure your personal details are up-to-date. If you have queries, concerns or would like to access or revise your personal records maintained by FOTAA, please contact via

FRIENDS OF THE ASTOR ASSOCIATION INCORPORATED

Post: PO BOX 1149 Windsor VIC 3181

Email: General Enquiries: info@FOTA.net.au

Members Email Members@Fota.net.au

Website www.FOTA.net.au


7. FOTAA shares non-personal aggregate, statistical information

FOTAA may share non-personal aggregate, or summary, information about our visitors with partners or other third parties, which is a customary practice on the Internet. For example, we might provide a count of our users from a particular area code.

FOTAA may use independent market research companies to monitor traffic to and across its web site. This technology involves inserting special scripting in the code of each web page. This code is downloaded by you when you visit each page and then sends information about your use of the page, e.g. the duration that the page was open. Information collected using this technology *does not identify you personally in any way* and is only used for compiling aggregate statistics of web site use for FOTAA.

8. FOTAA uses "cookies" to improve your experience

FOTAA uses a standard Web browser feature called "cookies" to help us improve your experience. A cookie is a small text file that many web sites write through your browser when you visit them. A cookie can only be read by the site that places it, so FOTAA web site cannot "see where you've been" based on any other cookies in your browser.

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Netscape Navigator uses a single file called "cookies.txt" to record all cookies, and you can open this file in any text editor to see what it looks like.

On some areas of FOTAA web site cookies are used to distinguish you from other users. However, cookies merely provide us with a unique anonymous number that we can use in identifying -- and enhancing -- the use of sections of our site.

Cookies can also be used to store your user name and encrypted password, if you so choose. You may choose to disable cookies in your browser or use security software to prevent the storage of cookies. However if you disable cookies, we may not be able to fulfill your request or provide you with an appropriate level of service in some areas of the FOTAA web site.

Below are instructions to help you disable cookies if you use Internet Explorer or Netscape Navigator.

If these options don't apply to you, contact FOTAA membership management by email for further assistance at

For Mozilla Firefox Browsers please see instructions at:

Support for Firefox browser is found at:

<http://support.mozilla.org/en-US/home>

A Guide to removing Cookies in Firefox is found at

<http://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>

If you use Internet Explorer:


Support for Internet Explorer (IE) browsers are found at:

<http://support.microsoft.com/?ln=en-us>

A Guide to removing Cookies in IE is found at

<http://support.microsoft.com/kb/278835>

Some sections of the FOTAA web site are powered by our business partners and service providers, including GroupSpace.com to bring you the most relevant and up-to-date information. As a result, these companies have access to information such as your domain, IP address and clickstream information. FOTAA will take reasonable steps to protect the privacy of any personally identifying information that these companies have access to.

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9. FOTAA may also use agencies to place advertising on our web pages.

These agencies may collect information such as your domain, IP address and clickstream information. FOTAA will take reasonable steps to protect the privacy of any personally identifying information that these agencies have access to.

FOTAA may present advertisements or links to partner companies. When you click on these links or enter information, you may be transferred to an advertiser's or partner's Web site. FOTAA has no control over the privacy practices or information that these sites may request of you. We are not and cannot be held responsible for the privacy practices or content of these sites.

10. Storage and security of your personal information

FOTAA takes all reasonable steps to secure your personal details. FOTAA stores your information on secure servers which are housed in controlled environments to protect against loss, misuse or alteration of your information collected at the FOTAA web site.

All online Financial Transactions are handled through PayPal using their encryption of personal details, credit card information and bank accounts. FOTAA does not hold any financial details about you or your payments directly, and is notified of payments by secured statements from PayPal.

All FOTAA volunteers, and service providers, are contractually obligated to respect the confidentiality of your personal details.

To assist in keeping your data secure, we recommend that you keep your FOTAA Membership account details private and secure.

Please contact us at Members@Fota.net.au if you require a change of password and username.

11. Changes to this policy

FOTAA is committed to bringing you the most up-to-date and relevant information online. As a result our web site is constantly changing and there may be a requirement to review our Online Privacy Policy. We will promptly post any changes on our web site. If you are concerned about your privacy, you should check our Online privacy policy periodically.

Additional privacy information can be found by visiting the Australian Federal Privacy Commissioner's web site for more information about protecting your privacy and Australian privacy issues.