



AUSTRALIAN SCREEN DIRECTORS AUTHORSHIP COLLECTING SOCIETY LTD

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ASDACS Privacy Policy

The Australian Screen Directors Authorship Collecting Society Ltd (**ASDACS**) 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 NPPs 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, phone number and bank account.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website www.asdacs.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, providing information to our partners and affiliates for the purposes of royalty collection and distribution. 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 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.

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 ASDACS collect and hold information?

Wherever possible, we collect personal information about you directly from you. For example, when you submit a membership and credit registration form, or to register to access the ASDACS' online membership portal.

ASDACS 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. This personal information is restricted to information which will assist ASDACS in member recruitment, such as contact information;
- 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.

In common with many websites, when you read, browse or download information from our website, we may also collect information such as the date and time of your visit to the website, the pages accessed, and any information downloaded. This information is used for statistical, reporting and website administration, security, maintenance and improvement purposes.

Like many websites, our websites may use 'cookies' from time to time. Cookies are small text files that we transfer to your computer's hard drive through your web browser to enable our systems to recognise your browser. Cookies may also be used to record information such as the date, time or duration of your visit, or the pages accessed, for website administration, security, statistical and maintenance purposes.

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 send information overseas, or 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 overseas and local collecting societies in relation to the collection and distribution of international and domestic royalties for the use of your works;
- to persons authorised by you, such as your agent or manager;
- 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.

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.

Do we send your personal information overseas?

We may disclose your personal information to overseas collecting societies that collect and distribute royalties and that have a reciprocal agreement with us or with which we have an agreement to share information. We have partnerships with overseas collecting societies that are listed [here](#) on our website. Information is disclosed to these overseas recipients for the purpose of collecting payments for the use of members' works in these countries.

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.

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

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.

ASDACS 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: ASDACS Privacy Officer

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