



# PIT Privacy

## PRIVACY POLICY OF THE PROFESSIONALS IN INTERNATIONAL TRADE

### 1. General

The Professionals in International Trade Association ('PIT') is a not-for-profit industry association representing the interests of its members who share a common interest in international trade and investment, business, and foreign affairs. PIT does this by connecting like-minded individuals who share these interests by facilitating dialogue and providing social and professional opportunities to help members foster long term relationships, opportunities, business, discourse, and collaboration among its members among the wider global community.

During its operations, PIT may collect your personal or sensitive information for the purposes of providing PIT's products or services to you such as events, courses, or information for related and incidental purposes. The ability of PIT to provide products or services to you may be affected if you do not provide all personal information requested.

**PIT is committed to best practice with respect to privacy and accordingly has chosen to adopt this policy which reflects compliance with the *Privacy Act 1988 (Cth)* and the *Australian Privacy Principles (APPs)*.**

This policy outlines PIT's commitment with respect to how it intends to handle your personal information including how it is collected, used, and potentially disclosed, stored, and secured and how you can access and update your personal information.

#### 1.1 Application of this Privacy Policy

This policy applies to all personal or sensitive information collected by PIT regardless of whether the information was requested or volunteered by you.

This policy applies only to PIT and not to any other company or organisations affiliated with PIT such as third-party organisations, business partners, other trade associations, or service providers including but not limited to PIT's web hosting provider or cloud services provider who have their own respective privacy policies and are not bound by the PIT Privacy Policy.

PIT does not accept any responsibility or liability for the privacy practices of such third parties.



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From time to time, the PIT will review this Privacy Policy and, where necessary, update it. Any changes to it will be available on PIT's website.

## 2. Collection and use of personal information

### 2.1 What is personal or sensitive information?

Personal information is any information that can be used to identify you no matter how it is collected or recorded. This can include your name, gender, postal or email address, telephone number, occupation, country of residence, age or date of birth, or any information you provide PIT when participating or attending an event or that you provide to PIT in enquiries or through correspondence. Sensitive information is a special category of personal information and includes, but is not limited to, information about your race or ethnic origin, political or religious beliefs, or membership of a trade union or association.

### 2.2 Why does PIT collect personal information?

PIT collects personal information from you for a number of different purposes (Primary Purposes) which include, but are not limited to, enabling PIT to lawfully carry out functions and activities, such as delivering the services and products that are requested by its members and partners, to provide members and partners with further information about our services and products, and to help PIT review, manage and enhance its services and communications with members and partners, for administration purposes, including charging and billing, or for recruitment purposes.

In addition to the Primary Purpose, PIT may use the personal information collected with your consent, to provide you with news about PIT's events, products and services, send you marketing and promotional material that you may be interested in, communicate with you, including by email, telephone or mail, manage and enhance products or your experience on PIT's website and domains, conduct surveys or promotions, and to verify your identity.

PIT will not use your personal information for any purpose which is not related to the primary purpose for which it is collected and for other secondary purposes that are related to the primary purpose of collection. We will not use your personal information for any purpose for which you would not reasonably expect us to use your personal information.

### 2.3 Timing and methods of collecting information

Generally, personal information might be collected by PIT when dealing with you as a member, partner or guest in a variety of networking or marketing initiatives, such as during the onboarding of members to PIT's database or fulfilling your registration as a member or guests for events, or any recruiting processes



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for or via PIT. PIT may also collect your personal information when you participate in surveys, purchase any products or services or make enquiries with or via PIT.

Personal information might be provided by you when communicating with PIT via website, telephone, social media, or providing business cards, contracts, applications, competition entries, survey entries, mail or email, registration forms, face-to-face or in writing, whether verbally, in hardcopy or electronic format. Where possible, PIT collects your personal information directly from you. In some circumstances, PIT may obtain personal information from a third party. If you provide personal information about another person to us, we require that you inform that person that you have done so and provide them with a copy of this policy; and confirm to us that you have that person's consent to provide such information for the purpose specified.

## 2.4 Use of the PIT website

PIT's web server might also automatically collect various forms of information when you use our website including:

- the Internet Protocol address and a component of the domain name used;
- the type of browser and operating system you used;
- the date and time you visited our website;
- the time spent on individual pages and our Website overall;
- which files you downloaded;
- information about your computer and Internet connections using cookies.

Although, in some circumstances, it may be possible to identify you from this information, PIT does not attempt to do so, and only use this information for statistical analysis, system administration, and similar purposes. Where this information is collected by us directly, this information is not disclosed to any other party.

## 2.5 Cookies

Websites may sometimes use cookies, which are small files that are stored on your internet browser. Cookies record your preferences in relation to your use of a site and provide other information that recognises you and your preferences in the future.

These cookies can monitor single user access, anonymously distinguish you from other users of our services and increase your security by storing your session ID. This aggregate, non-personal information is collated and might be used in the analysis of usage of a site.

PIT does not use cookies for any marketing purposes. Nor does PIT use information stored in cookies for the purpose of tracking your use of websites. However, if you have switched off cookies then some of the functionality of our services may not be available to you.



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## 2.6 Non-disclosure by you of personal information

You are not obliged to give PIT your personal information. If you would like to access any of PIT's services on an anonymous basis or using a pseudonym, PIT will take reasonable steps to comply with your request.

However, if you choose not to provide PIT with personal details such as your name or address, the range of options available to you or the organisation that is a member of PIT, might be limited.

For example, PIT may not be able to provide the full range of member services or allow you or your organisation to participate in networking functions, seminars, and events, or successfully deliver any products and services that you may be interested in from the PIT website.

## 3. Disclosure of personal information

### 3.1 Disclosure to third parties

For the purposes referred to above in this Privacy Policy, we may disclose your personal information to external organisations including:

- third parties engaged by us to perform functions or provide products or services on our behalf such as mail-outs, marketing, or advertising. We enter into appropriate agreements with these organisations to protect personal information from inappropriate disclosure;
- third parties that sponsor or promote us (subject to appropriate agreements with these organisations to protect personal information from inappropriate disclosure);
- our professional advisers, including our accountants, auditors and lawyers;
- persons authorised by you to receive information held by us; and
- any persons as required or permitted by any law.

In addition, occasionally we receive requests from other organisations to send information to our members, customers, or clients. If we consider that this information is of relevance to our members, customers or clients, our policy is not to provide personal information to these organisations, but rather to send this information directly to our members, customers or clients on behalf of those organisations.

We may seek your consent to disclose your personal information to others in some circumstances, depending on the purpose for which we collect that information and our understanding of your reasonable expectations in respect to our use of that information.

### 3.2 Direct marketing

As previously indicated, one of the reasons PIT collects your personal information is to communicate with you to promote events or services offered by PIT, by way of direct marketing. PIT will only do this



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if it has collected that information directly from you, if it is reasonable to expect that PIT would use that information for direct marketing and if you have consented and not opted-out of receiving direct marketing.

Examples of direct marketing sometimes used by PIT include but are not limited to:

- sending you a newsletter or information about upcoming events, opportunities, or topics of interest, either via social media, email, post, or phone; or
- sending an email to an individual about sale of membership or services sold by the organisation.

PIT does not sell the personal information of its members stored on the PIT membership data base to third persons for marketing purposes and will not use or disclose your personal information for purposes of direct marketing unless you have given permission for this to occur.

PIT will:

- honour a request from an individual not to use or disclose their personal information for the purposes of direct marketing or to facilitate direct marketing by other organisations;
- allow an individual to request not to receive direct marketing communications (known as 'opting out') and comply with that request;
- provide, on request, its sources of the individuals personal information, that has been used for direct marketing purposes unless this is unreasonable or impracticable.

### 3.3 Disclosing your personal information overseas

Information which PIT collects may be stored and processed and transferred to third parties with data storage facilities located outside of Australia, such as the United States and other countries. PIT also uses several types of software and tools for storing and internally sharing your information. These include but are not limited to Google Drive through Google Enterprises, WordPress, Mailchimp, LinkedIn, Facebook, Twitter, Instagram, Hootsuite, Stripe, Eventbrite.

Please refer to the relevant privacy policy on the website of the relevant vendor, partner, or supplier.

## 4. Accessing your personal information

You have a right to request access to your personal information that is held by PIT about you. You will be required to put your request in writing and provide proof of your identity.

If required or authorised by law to do so, PIT may refuse to provide you with access to this information.

If you make a request for access to personal information, PIT will:



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- respond to your request within a reasonable period not exceeding 30 days;
- if reasonable and practicable, give access to the information in the manner requested; and
- advise you of any reasonable administrative charges for processing your request.

Nothing in this Privacy Policy replaces other informal or legal procedures by which you can be provided with access to personal information.

## 5. Correcting your personal information

PIT relies on the information you provide to be accurate, complete, and up to date. If, at any time, you discover that information held about you is incorrect, you may contact PIT to have the information corrected.

You have a right to request the correction of any personal information that the PIT holds. PIT will take reasonable steps to make appropriate corrections to personal information so that it is accurate, complete, and up to date.

Whether you are seeking access to your personal information or wish to update or correct your personal information you should do so:

By email: [contact@pit.org.au](mailto:contact@pit.org.au)

By mail: 3204/91 Liverpool Street, Sydney NSW 2000, Australia

## 6. Security of your personal information

### 6.1 PIT systems

PIT strives to ensure security, integrity and privacy of personal information submitted via its website and will endeavour to take all reasonable steps to protect the personal information you may transmit to PIT online or via other means such as in-person at events. Once PIT receives your information, PIT will endeavour to ensure its security on PIT systems. Unfortunately, no data transmission over the internet can be guaranteed to be totally secure.

PIT has security systems in place which are intended to protect your personal information from misuse, interference, loss, unauthorised access, modification, or disclosure using various methods including passworded access to computerised records (depending on the nature of the information that PIT is holding).

### 6.2 PIT personnel



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PIT's governing members and other contractors who provide services related to PIT's information systems are obliged to respect the confidentiality of any personal information held by PIT. However, PIT will not be held responsible for events arising from unauthorised access to your personal information.

### 6.3 Other websites

PIT may provide links to third party websites outside of the PIT website. These linked websites are not under PIT's control, and PIT cannot accept responsibility for the conduct of organisations linked to its website. Before disclosing your personal information on any other website, PIT advises you to examine the terms and conditions of using that website and its privacy statement.

## 7. European Union

If you are a resident of the European Union for the purposes of the General Data Protection Regulation, being Regulation 2016/679 of the European Parliament and of the Council (**GDPR**), then the following applies to you in addition to what is set out above.

PIT is a data controller for the purposes of the GDPR. By your consenting to this Privacy Policy, PIT can control the processing of your Personal Data (as defined in the GDPR) in accordance with this Privacy Policy.

PIT currently engages Google, Mailchimp, Stripe and Eventbrite, which are third parties based in the United States, as a data processor to process your data. You can find out more about their respective privacy policies and GDPR compliance at: <https://mailchimp.com/legal/privacy/>, <https://policies.google.com/privacy>, <https://stripe.com/en-au/privacy> and <https://www.eventbrite.com.au//LegalTerms/>.

Either PIT or a data processor engaged by PIT may use a variety of automated processes using your Personal Data and your activity on our website as tracked by PIT to provide more tailored and relevant services to you such as informing you about events and services offered by PIT through our website and email communication.

In addition to your rights set out above, you may:

- amend or correct any of the Personal Data that we hold about you, in the manner described in the "Accessing your Personal Information" paragraph above;
- withdraw your consent to our use of your personal information as described in this Privacy Policy by giving written notice to us;
- request that we delete all the Personal Data about you which we hold by giving written notice to us;
- request that we provide you with a copy of the Personal Data we hold about you.



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If you have any concerns in relation to our collection and/or processing of your Personal Data, then in addition to the process set out in the “Complaints” section below (including the right to complain to the Office of the Australian Information Commissioner), you have the right to complain to a supervisory authority (within the meaning of the GDPR).

## 8. Privacy complaints and enquiries

PIT welcomes feedback about privacy issues and will attend to all questions and complaints promptly.

You can contact PIT about any privacy issues as follows:

By phone: 0430 923 631

By Mail: 3204/91 Liverpool Street, Sydney NSW 2000

By E-mail: [contact@pit.org.au](mailto:contact@pit.org.au)

If PIT takes more than 30 days to respond to your privacy complaint, or if you are dissatisfied with the outcome, you can make a complaint to the Privacy Commissioner at the Office of the Australian Information Commissioner (OAIC). The OAIC can be contacted on 1300 363 992 or at [www.oaic.gov.au](http://www.oaic.gov.au).



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