

## **Privacy Notice**

This privacy notice discloses the privacy practices for Dante Alighieri Society of Canberra (DAS) Incorporated.

This privacy notice applies solely to personal information collected by DAS including on danteact.org.au (DAS website).

## Information Collection, Use, and Sharing

We are the sole owners of personal information collected directly from members and on the DAS website. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. Personal information of members will be recorded in DAS membership register in compliance with related administrative obligations. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfil your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about special offers, new or additional services, or changes to this privacy policy.

## Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on DAS website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

## Security

We take precautions to protect your information. When you submit sensitive information via the DAS website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable

information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 02 6247 1884 or via email <a href="mailto:info@danteact.org.au">info@danteact.org.au</a>