



*Promoting Illicit Drug Prevention Initiatives Nationally*

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## **Drug Free Australia Ltd Privacy notice**

On 25 May, the new GDPR legislation replaces current data privacy law, giving more rights to you as an individual and more obligations to organisations holding your personal data. One of the rights is a right to be informed, which means we must give you even more information than we did previously about the way in which we use, share and store your personal information. We have published a new privacy notice, so you can access this information, along with information about the increased rights you have in relation to the information we hold on you and the legal basis for which we are using it.

### **How we use your information**

This privacy notice tells you what to expect when Drug Free Australia collects personal information. It applies to information we collect about:

- visitors to our websites;
- enquiries;
- people who use our services, e.g. who subscribe to our newsletter or attend an event

Visitors to our websites

When someone visits [www.drugfree.org.au](http://www.drugfree.org.au) we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### **Newsletters**

We use a third-party provider, MailChimp to deliver our e-newsletters. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see Mailchimp's Privacy Policy and Terms of Use.

### **People who email us**

We protect our contacts' informational assets from unauthorised access by keeping them in a secure computing environment. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

### **Enquiries**

We encourage people to contact us if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. This privacy notice was drafted with clarity in mind. We are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below. If you want to make a comment or complaint about the way we have processed your personal information, you can contact us via [www.drugfree.org.au](http://www.drugfree.org.au). When people do subscribe to our services, they can cancel their subscription at any time and are given an easy way of doing this. Drug Free Australia is the data controller for any information you provide unless otherwise stated. If you have any queries about how we handle your information, please contact us at [drugfreeaust.org.au](http://drugfreeaust.org.au).

## What will we do with the information you provide to us?

All of the information we hold will only be used for the purpose of contacting you via email to inform you of events being held, or to fulfil legal or regulatory requirements if necessary. We will NEVER share any of the information you provide with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format.

## What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to inform you of events.

## Your rights Under the Data Protection Act 1998

You have rights as an individual which you can exercise in relation to the information we hold about you. You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/> Cannabis Skunk Sense (CanSS Ltd) tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to for any personal information we may hold you need to put the request in writing addressing it to our Data Protection Lead, or writing to the address provided below. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Data Protection Lead.

## Disclosure of personal information

In many circumstances we will not disclose personal data without consent.

You can also get further information on:

- circumstances where we can pass on personal data without consent for example, to prevent and detect crime and to produce anonymised statistics;
- our instructions to staff on how to collect, use and delete personal data; and
- how we check that the information we hold is accurate and up to date. Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

## Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 24<sup>th</sup> May 2018

## How to contact us

If you want to request information about our privacy policy you can email us at: [admin@drugfree.org.au](mailto:admin@drugfree.org.au)

or write to:

**Drug Free Australia National Office**

**PO Box 379**

**Seaford, SA 5169 Australia**

**E-Mail [drugfreeaust@drugfree.org.au](mailto:drugfreeaust@drugfree.org.au)**

