



OUR PRIVACY POLICY

This policy was last modified on 26 May 2019

AASYP – Privacy Policy

Our Privacy Policy sets out the agreement between the ASEAN-Australian Strategic Youth Partnership Ltd. (referred to as AASYP hereon) ("us", "our" or "we"), and each person ("you" or "your") using our website, products or services.

Our Privacy Policy is designed to assist you in understanding how we collect and use the personal information you provide to us. We will not use or share your information with anyone except as described in this Privacy Policy. This policy does not apply to information we collect by other means (including offline) or from other sources.

1. DEFINITIONS

Unless specified otherwise, the definitions mean the following:

- "Member" means a person accepted by us as a current member of AASYP
- "Member Details" means the details provided by a Member to AASYP about the Member
- "AASYP Website" means the website located at <https://.aasyp.org>

2. WHAT INFORMATION DO WE COLLECT

When you visit the AASYP Website, you may provide us with two types of information: personal information you knowingly choose to disclose that is collected on an individual basis and website use information collected on an aggregate basis as you and others browse our website.

2.1 Personal Information You Choose to Provide

If you choose to correspond with us through email, we may retain the content of your email messages together with your email address and our responses. This includes personal information you have provided to us when applying to be a Member (e.g. Member Details).

2.2 Website Use Information

The AASYP Website utilises a standard technology called "cookies" (see clause 3.1 What Are Cookies) and web server logs to collect information about how our website is used. Information gathered through cookies and web server logs may include the date and time of visits, the pages viewed, time spent at our website, and the websites visited just before and just after our website.

3. HOW DO WE USE THE INFORMATION YOU PROVIDE TO US

Generally, we use personal information for the purposes of administering and expanding our services and activities, and understanding our membership composition. This includes using the information to constantly improve the content and services we provide to you and other stakeholders.

3.1 What Are Cookies

A cookie is a very small text document, which often includes an anonymous unique identifier. When you visit a website, that site's computer asks your computer for permission to store this file in a part of your hard drive specifically designated for cookies. Each website can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a website to access the cookies it has already sent to you, not the cookies sent to you by other sites.

3.2 How Do We Use Information We Collect from Cookies

As you visit our website, the site uses its cookies to differentiate you from other visitors. In some cases, cookies are used to recognise you as a return visitor, or to allow our online community to recognise you as an existing member. Cookies, in conjunction with our web server's log files, allow us to calculate the aggregate number of people visiting our website and which parts of the site are most popular. This helps us gather feedback in order to constantly improve our website and better serve our mission. Cookies do not allow us to gather any personal information about you and we do not generally store any personal information that you provided to us in your cookies.

3.3 Sharing Information with Third Parties

AASYP will not sell your personal information with any organisation, nor will AASYP send mailings on behalf of other organisations unless it has been adapted for inclusion in our mailings. You are not required to provide any personal information on our website unless you choose to do so. Applying for membership is your acceptance in providing AASYP with your personal information as required in the application form.

3.4 Certain Disclosures

We may disclose your personal information if required to do so by law or subpoena or if we believe that such action is necessary to:

- (a) conform to the law or comply with legal process served on us or Affiliated Parties;
- (b) protect and defend our rights and property, the website, the users of the website, and/or our Affiliated Parties;
- (c) act under circumstances to protect the safety of users of the website, us, or third parties.

4. HOW DO WE PROTECT YOUR INFORMATION

4.1 How Do We Secure Information Transmissions

Email is not recognised as a secure medium of communication. For this reason, we cannot ensure or warrant the security of any information you transmit to us or guarantee that your information on the website may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards. However, AASYP will not consciously share your personal information and will promptly inform its Members if it suspects that its online information has been breached.

4.2 How Can You Access and Correct Your Information

You may request access to all your personally identifiable information that we collect online and maintain in our database. Please contact us if you have any questions or concerns.

4.3 What About Other Websites Linked to Our Website

We are not responsible for the practices employed by websites linked to or from our website nor the information or content contained therein. Links to other websites are often provided solely as pointers to information on topics that we believe may be useful to the users of our website.

Please remember that when you use a link to go from our website to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding.

4.4 Your Consent

By using our website, you consent to our collection and use of your personal information as described in this Privacy Policy. If we change our privacy policies and procedures, we will post those changes

on our website to keep you aware of what information we collect, how we use it and under what circumstances we may disclose it.

4.5 Children's Privacy

Protecting the privacy of young children is especially important. For that reason, we do not knowingly collect or solicit personal information from anyone under the age of 13, or knowingly allow such persons to apply to be a Member.

If you are under 13 years of age, please do not send any information about yourself to us, including your name, address, telephone number, or email address. No one under age of 13 is allowed to provide any personal information to us or our web site. In the event that we learn that we have collected personal information from a child under 13 years of age without verification of parental consent, we will delete that information as quickly as possible. If you believe that we might have any information from or about a child under 13 years of age, please contact us at secretary@aasyp.org.