

# PRIVACY POLICY

## 1. INTRODUCTION

The Association of Postgraduate Students Inc. (APS) is committed to protecting the privacy of all individuals who interact with us. This Privacy Policy outlines the types of personal information we collect, how we use it, the steps we take to protect it, and your rights regarding that information. APS complies with the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). If you have any questions about this policy, please contact us at [postgrad@uqaps.org](mailto:postgrad@uqaps.org).

## 2. SCOPE OF THIS PRIVACY POLICY

This Privacy Policy applies to all personal information collected by APS through:

- Our website (<http://www.uqaps.org>);
- Paper-based forms and in-person interactions;
- Phone, email, or other digital communications;
- Events, surveys, and other engagement activities.

It applies to APS's activities and services provided to postgraduate students at the University of Queensland (UQ) and beyond.

## 3. WHO WE ARE

APS is a student-led, not-for-profit organisation dedicated to supporting postgraduate students at UQ. This Privacy Policy explains how APS collects, uses, and manages personal information in accordance with its obligations under relevant legislation.

## 4. OUR COMMITMENT TO PRIVACY

APS ensures that personal information is collected, used, disclosed, and stored in compliance with the Australian Privacy Act 1988 (Cth). We are committed to safeguarding the privacy of our members and stakeholders.

## 5. WHAT IS "PERSONAL INFORMATION"?

"Personal Information" refers to any information or opinion (whether recorded or not) about an individual whose identity is apparent or can reasonably be ascertained from the information. This may include, but is not limited to, names, email addresses, student numbers, phone numbers, postal addresses, and academic details.

## 6. COLLECTION OF PERSONAL INFORMATION

APS collects personal information in the following ways:

- When you register on our website, subscribe to newsletters, or fill out forms;
- During in-person events, meetings, and engagements;
- Through digital communications, phone calls, or online surveys;
- When applying for APS bursaries, grants, or event registrations.

We collect only the necessary information required to provide our services, manage membership records, and comply with legal obligations.

## 7. USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information collected by APS will be used for purposes related to:

- Administering memberships, bursary applications, and event registrations;
- Communicating information about APS services, initiatives, and events;
- Engaging external service providers (e.g., IT support, email marketing platforms);
- Meeting our legal obligations, including reporting to funding bodies where required.

APS will not disclose personal information to third parties without your consent unless required by law or permitted under the Privacy Act.

## 8. EMAIL COMMUNICATIONS

APS may use email to communicate important updates, newsletters, or invitations to events. You can opt out of receiving marketing communications at any time by following the unsubscribe link in emails or contacting us directly.

## 9. ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

You have the right to access and update your personal information. Requests can be made by contacting APS at [postgrad@uqaps.org](mailto:postgrad@uqaps.org). If access is denied, APS will provide a written explanation as required under the Privacy Act.

## 10. SECURITY OF PERSONAL INFORMATION

APS takes reasonable steps to protect personal information from misuse, loss, and unauthorised access. Security measures include:

- Secure storage of physical and digital records;
- Restricted access to personal data;
- Encryption and other safeguards for online information.

## 11. DATA RETENTION

APS retains personal information only for as long as necessary to fulfil the purposes outlined in this Privacy Policy or as required by law. When no longer needed, personal information will be securely deleted or de-identified.

## 12. THIRD-PARTY WEBSITES

APS's website may contain links to external sites. We are not responsible for the privacy practices of third-party websites and encourage users to review their respective privacy policies.

## 13. CHANGES TO THIS PRIVACY POLICY

APS reserves the right to modify this Privacy Policy at any time. Updates will be posted on our website with an effective date. We encourage you to review this policy periodically.

## 14. CONTACT US

For any privacy-related inquiries, please contact APS at: **Email:** [postgrad@uqaps.org](mailto:postgrad@uqaps.org)  
**Website:** <http://www.uqaps.org>

## 15. EFFECTIVE DATE

This Privacy Policy is effective as of **01 January 2025**.