Canberra Astronomical Society (CAS) Privacy Policy

Who we are

The Canberra Astronomical Society Inc. (CAS) is a not-for-profit organisation dedicated to the promotion of amateur astronomy in and around the Australian Capital Territory (ACT).
Our ABN is 58 245 893 594 and we can be contacted via:

Email: secretary@casastronomy.org.au

Mail: PO Box 1338, Woden ACT 2606, Australia

Information Collected

It is not our intention to collect personal information beyond what is needed in order to provide services to members and the general community. The type of information we need to collect to provide such services may include:

- Contact details such as name, address, email and phone numbers
- Payment details for processing a transaction, such as your payment method and transaction ID, but not your credit or debit card numbers or online payment details
- Website usage data such as your browser, device ID, cookies, IP address, and activities on the website
- Credentials such as a user ID and password for accessing member only features of our website

How we use and protect the information collected

CAS uses the information we collect from you for the purpose of providing services to you, CAS members and the general community. This includes analysing aggregate data to understand your interests and how we could better meet them. We may occasionally contact you to seek your opinion on our services and offer services we think you may be interested in.

While we take every effort available within our means to protect your data, we rely on service providers to store your data and make it available to us.

Access to your data

We control access to the information we collect from you according to the following:

- Contact details are made available to CAS Committee members and others nominated by the committee for specific purposes. Apart from the Membership Officer and Treasurer, people granted access to this information only have access to the information they need for the specific purpose and for a limited time.
- Payment details such as your payment method and transaction ID are only available to the CAS Treasurer. CAS uses third party providers to take online and card payments. Those third parties take your card/online payment details but do not provide them to us.
- Website usage data is available to our website administrator who will never disclose identifiable data, but may do aggregate analysis to inform decision-making and the provision of services, or to diagnose faults.
- Credentials such as a user ID and password for accessing member only features of our website are stored by the website and are not made available to anyone.

CAS will not disclose any of your data outside the above unless we have your permission to do so and it must be for a specific purpose such as diagnosing faults or investigating issues affecting members and/or website users.

Your rights

You have the right to query and verify the contact details we hold about you. If you make such a query, we may need to verify your identity before providing you with those details.

If you cease being a CAS member, your contact details will be retained for 5 years for auditing purposes and then destroyed.