

# As We Speak Privacy Policy

## 1. We respect your privacy

1.1 Safeguards to your Privacy – Australian Privacy Act 1988: As we speak respects your right to privacy and is committed to safeguarding the privacy of our listeners and website visitors. We adhere to the Australian Privacy Principles contained in the Privacy Act 1988

1.2 EU GDPR: *As we speak adheres to the EU General Data Protection Regulation.*

1.3 Treatment of Your Personal Information: This policy sets out how we collect and treat your personal information.

1.4 Information posted on our Website: As we speak will, from time to time, receive and store personal information you enter onto our website or share during our Podcast provided to us directly or given to us in other forms.

1.5 Type of Information Collected: This may include: names; date of birth; job titles; contact information including addresses, email addresses, tax numbers etc; demographic information; other information relevant to requests and enquiries you have made; communication between us; credit card information; other information relevant to client interviews and/or promotions and any other information requested on this site or otherwise required by us or provided by you.

1.6 Collecting Additional Information: We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal circumstances, change your content or email preference, respond to surveys and/or promotions , provide financial or credit card information, or communicate with our customer support.

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## 2. How we collect your personal information

2.1 Ways we collect Personal Information: As We Speak collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we provide

our services to you. We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.

### **3. Use of Your Personal Information**

**3.1 Consent for Collection of Personal Information:** Personal information is only collected in situations where you have consented; where there is a legitimate interest to disclose the information; and where the disclosure of personal information is required for the fulfilment of your agreement or arrangement with As We Speak.

**3.2 How We Use your Personal Information to keep you informed:** As We Speak may use your personal information collected from you to provide you with information, updates and our services. We may also make you aware of new and additional products, services, events, information and opportunities available to you. We may use your personal information and feedback to improve our podcasts, information provided on our website and products and services we may be able to provide and better understand your needs.

### **4. Disclosure of your Personal Information**

**4.1 Disclosure of Information:** We may disclose your information to any of the As We Speak Team, professional advisers and agents as is reasonably necessary for the purposes set out in this policy. Personal information is only supplied to a third party when it is required for the delivery of a service or a product.

**4.2 Release Forms:** In the event that you are asked to, or volunteer to be a guest on the show 'As We Speak,' which is a Podcast, we ask that you sign a release form. This release form will effectively allow 'As We Speak,' to use the information recorded and provided by you in any way as set out in the release form agreement.

**4.3 Responses from the General Public:** As the Podcast will be linked to our website *aswespeakpod.com* and also to social media platforms such as Facebook and Twitter, you need to be aware that any information you share live, may have a very wide audience, that indeed will extend worldwide. The As We Speak Team can take no responsibility for responses that may come from the general public and cannot be held liable for such responses.

**4.4 Tacit Consent and Third party Sharing:** By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosures covered in this policy. Where we disclose personal information to

third parties, we will request that the third party follow this policy in regard to handling your personal information. We will ensure that third parties have stringent safeguards when handling your personal information.

**4.5 Third Party Sharing:** Personal information is only shared with third parties in situations where you have consented to the transfer, where there is a legitimate interest to disclose the information.

**4.6 Passing on Personal Details or Anonymised Personal Data:** There may arise situations where what you share during the podcast, on our website, or on social media may spark the interest of professionals who work in the field. They may request personal information, allowing them to contact you for more information. In such cases we would always contact you and if agreed pass on contact details or alternatively pass on anonymised personal data.

## **5. International Transfer of Your Personal data**

**5.1 Storing and Processing Information between Parties Outside of Australia:** Information that we collect may from time to time be stored, processed in or between parties located outside of Australia.

**5.2 Availability of Published Data throughout the world on the Internet:** You acknowledge that personal data that you submit through publication through our website or podcast may be available via the internet and social media around the world. We cannot prevent the use (or misuse) of such personal data by others.

## **6. Security of Your Personal Information**

**6.1 Procedures in place to protect Personal Information:** As we Speak is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

**6.2 The transmission and exchange of information is carried out at your own risk.** We cannot guarantee the security of any information you transmit to us or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure that the personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

## 7. Access to Your Personal Information

7.1 Requesting access to your Personal Information: You may request details of personal information that we hold about you in accordance with the provision of the Privacy ACT (Cth) and the EUGDPR 2018. If you would like a copy of the information which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at [aswespeakpod.com](mailto:aswespeakpod.com).

7.2 Your Rights under the GDPR: You have the following rights under the GDPR

7.2.1 Right of Access – the right to access the personal information

Right to Rectification – the right to update, correct or amend the personal information that we hold or process about you.

7.2.2 Right to Rectification – the right to update, correct or amend the personal information we hold and process about you.

7.2.3 Right to Erasure – the right to request remove personal information that we hold about you.

7.2.4 Right to restrict – the stop processing all or some or some of your personal data.

7.2.5 Right to Object – the right to your personal information being used for direct marketing purposes

7.2.6 Right to data Portability – the right to request a copy of your personal data in electronic format.

## 8. Complaints About Privacy

8.1 How to Complain: If you have any complaints against our privacy practices, please feel free to send details of your complaints to **'email address.'** We take complaints very seriously and will respond shortly after receiving written notices of your complaint.

## 9. Changes to Privacy policy

9.1 Changes and Modifications to Privacy Policy: Please be aware that we change this Privacy Policy in the future. We may modify this Policy at any time. In our sole discretion and all modification will be effective immediately upon our posting of the modification on our website. Please check back from time to time to review our Privacy Policy.