

## AAF Ltd Privacy Collection Notice for AAF Hosted Services

### Scope of Collection

Personal information about you is normally collected either directly from you or from an AAF Subscriber which you belong to for the purposes of providing you access to hosted services operated by the AAF through your organisation's subscription to the Federation.

### Purpose of Collection

AAF Ltd respects the privacy of your personal information. Personal Information is collected for the purposes of:

Operating a Federation and to provide your organisation with access to hosted services (operated by the AAF) that provide your access to the Federation:

- To authorise your access to services you have requested;
- To record user access of our services. Records are retained in order to facilitate traceability of end users via the identity provider. This might be necessary, for example, to discontinue access to a service in the event of misuse;
- To personalise the service for you;
- To generate aggregated anonymised usage statistics for service development or for other purposes agreed in writing from time to time with the Identity Provider;
- To provide you access to administrative tools when you are acting in the role of an administrator for your organisation's subscription to the AAF.

To help us respond to enquiries you have made;

To tell you about AAF Ltd activities and about services available via the AAF Ltd

### The Consequences if Personal Information is not collected

If you choose not to provide personal information then it may not be possible for you to gain access to federated services.

If you are an account administrator or other representative of a Subscriber it may not be possible for you to undertake any administrative functions on behalf of your organisation's subscription to the AAF.

### Disclosure of Personal Information

If you use federated authentication to access an AAF Ltd service such as Virtual Home, Rapid Connect, Federation Registry or the AAF Support Desk, we may disclose your personal information to

a Service Provider and/or a Subscriber to authorise your access to the service you have requested and otherwise provide our services and operate our authentication framework.

We may also disclose your personal information to third party service providers appointed by AAF Ltd, such a hosting or email service providers.

We will not otherwise disclose your personal information to any third party without your prior consent unless we are obliged to do so by law, or where we need to do so in order to carry out the successful operation of a Federation.

Some of the parties we disclose your personal information may be located overseas (for example if we disclose your personal information to a Service Provider located overseas to authorise your access to the service). It is not possible to specify the countries in which these overseas recipients are likely to be located.

## Laws Requiring Collection

Personal Information collected by AAF Ltd is not a required by law.

## AAF Ltd Privacy Policy

The AAF Ltd Privacy Policy can be found at [www.aaf.edu.au](http://www.aaf.edu.au) and contains details about how:

- an individual may access the personal information about the individual that is held by the entity and seek the correction of such information; and

- an individual may complain about a breach of the Australian Privacy Principles, or a registered APP code (if any) that binds the entity, and how the entity will deal with such a complaint.

## Contact Details

AAF contact details are available from <http://aaf.edu.au/about/contact-us/>. If you have any questions or issues regarding the AAF Ltd and the collection of personal information, please contact our privacy officer at [enquiries@aaf.edu.au](mailto:enquiries@aaf.edu.au).