Privacy Collection Notice for AAF Services

Responsible Officer	Chief Executive Officer
Approval Authority	Board
Approval Date	Q4 2026
Date of next review	Q4 2028

Scope of Collection

At the Australian Access Federation Limited ("**AAF"**), personal information about you is normally collected either directly from you or from an AAF Subscriber (**"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 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), verification services, ORCID Consortium Services, Consultancy Services, Help Desk services, marketing and any other services required by the AAF Ltd to support subscribers and members:
    - 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 activities and about services available via the AAF.

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 operated service such as Virtual Home, Rapid Connect, Rapid IdP, Federation Manager, 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.

©Australian Access Federation

We may also disclose your personal information to third party service providers appointed by AAF, such a hosting, cloud, marketing, events, communication 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 and reasonable operation of the AAF.

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 or cloud service located overseas to authorise your access to the service).

AAF stores the personal information that it holds in Australia and the United States. Where access to a Service Provider is requested by you or arranged by your Subscriber, that Service Provider may be located in any country. As that disclosure is directed by you or your Subscriber rather than arranged by AAF, it is not always practicable for AAF to specify those countries in advance.

Laws requiring collection

Personal information collected by AAF is not required by law.

AAF Privacy Policy

The AAF Privacy Policy can be found on the AAF website outlining:

- an individual may access personal information held about them by AAF and request correction of that information; and
- an individual may make a complaint about a breach of the Australian Privacy Principles ("**APPs"**), or any applicable registered APP code, and how AAF will manage such a complaint.

Contact details

AAF contact details are available from Contact Us - Australian Access Federation. If you have any questions or issues regarding the AAF Ltd and the collection of personal information, please contact us at enquiries@aaf.edu.au

Version control

Version	Date	Author	Notes
1.0	14 September 2020	COO	Updated template, added version control
1.1	8 June 2026	Cyber Security Officer	Aligned overseas-disclosure wording, the service list and contact details with the AAF Ltd Privacy Policy; added Rapid IdP; minor corrections.
1.2	30 June 2026	Head of Technology	Review and minor corrections
	13 October 2026		Approved by the Board.

© Australian Access Federation Ltd