



The ABA acknowledges the relationship between the land on which it and its members work and the First Nations' peoples of Australia

AUSTRALIAN BAR ASSOCIATION PRIVACY POLICY

1. ABOUT THIS POLICY

- 1.1 This Privacy Policy (**Policy**) applies to the ABA Australian Bar Association ACN 605 949 148 ("the Association", "**we**", "**our**" or "**us**"), and describes how the Association collects, handles and protects the privacy of your personal information.
- 1.2 The Association is the national body representing nearly 6,000 barristers across Australia, dedicated to promoting excellence in advocacy, supporting professional development, and advancing justice. Its core priorities are to serve its members by enhancing their professional opportunities and growth, improve the legal profession through education, ethics, and diversity, and up-hold the rule of law by advocating for fair access to justice and preserving judicial independence. The Association engages with governments, media, and stakeholders, hosts events and conferences, and communicates regularly with members to influence legal policy and public understanding of the justice system.
- 1.3 We are committed to protecting your privacy and understand the importance of protecting your personal information. This Policy outlines the types of personal information that we usually collect, the purposes for which we collect it, to whom we disclose it, how we hold and keep it secure and your rights in relation to your personal information, including how to complain and how we deal with complaints.
- 1.4 We will handle your personal information in accordance with this Policy, legislation including the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**).
- 1.5 In this Policy, **personal information** means any information or opinion about an identified individual or an individual who is reasonably identifiable, whether true or not. It does not include information that is de-identified.
- 1.6 We do not generally collect **sensitive information** about individuals and would only do so where that information that is reasonably necessary to perform one or more of our functions or activities. In this Policy, sensitive information includes information about an individual's race, political opinions or religious beliefs, sexual preferences, criminal records and health information. If we do collect sensitive information, we will not share that information for any other purpose or disclose it to any person other than in accordance with the terms of any consent that you provide to us or where we are permitted or required to do so by the APPs or any other applicable law.
- 1.7 This Policy does not apply to the personal information of our employees.
- 1.8 We may change this Privacy Policy from time to time, with or without notice. The current Policy will be accessible on the Association's website and we recommend you visit this website regularly to keep up to date with any changes.

2. TYPES OF PERSONAL INFORMATION WE COLLECT

- 2.1 The types of personal information we collect about you depends on the dealings you have with us, and may include:
 - (a) name, address, email address and phone number;
 - (b) the name of the organisation you work for and your professional title;
 - (c) details of your membership with our constituent bodies (ie the Bar Associations incorporated in each State or Territory);
 - (d) qualifications and practicing certificates;

(e) your interests and preferences.

2.2 If you are applying for a job with us, we may also collect your:

- (a) employment history and references;
- (b) academic records and qualifications;
- (c) medical information;
- (d) personal alternative contact details;
- (e) superannuation fund details; and
- (f) criminal history record.

2.3 We may also collect other information not listed above that you provide to the Association during the course of our dealings.

3. DEALING WITH US ANONYMOUSLY OR USING A PSEUDONYM

3.1 Where possible and lawful, you may interact with us anonymously or using a pseudonym. For example, if you contact us with a general question we will not record your name unless we need it to adequately handle your question.

3.2 However, for many of our functions and activities we usually need your name, contact information and other details to enable us to provide our services to you.

4. WAYS WE COLLECT YOUR PERSONAL INFORMATION

4.1 We may collect personal information from or about you in different ways, including:

- (a) from you directly when you interact with us, eg from our discussions with you, when you complete a form, your emails and your interaction with our website;
- (b) through third parties with whom we interact in order to provide our services, including our constituent bodies (ie the Bar Associations incorporated in each State or Territory); and
- (c) publicly available sources, including social media.

4.2 If you apply for a job or contract position with us, we may also collect personal information about you from third parties and publicly available sources, including:

- (a) recruiters;
- (b) government departments to verify your entitlement to work in Australia;
- (c) police agencies to obtain your criminal history record;
- (d) academic institutions;
- (e) consulting medical practitioner;
- (f) superannuation fund provider;
- (g) your current or previous employers; or
- (h) your referees.

5. COLLECTION OF INFORMATION VIA OUR WEBSITE

5.1 When you visit our website, we may also use 'cookies' or other similar tracking technologies that help us track your website usage and remember your preferences. Cookies are small files that store information on your computer, mobile phone or other device. They enable the entity that put the cookie on your device to recognise you across different websites, services, devices and/or browsing sessions. You can disable cookies through your internet browser but our website may not work as intended for you if you do so.

- 5.2 Whilst we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as which pages you visit, the time and date of your visit, search engine referrals and the internet protocol address assigned to your computer.
- 5.3 Our web pages may contain electronic images, known as web beacons. These electronic images enable us to count users who have visited certain pages on our website. Web beacons are not used by us to access your personal information, they are simply a tool we use to analyse which web pages are viewed, in an aggregate number.

6. PURPOSES FOR WHICH WE COLLECT, USE AND DISCLOSE PERSONAL INFORMATION

6.1 We collect your personal information for the following purposes:

- (a) to maintain membership and barrister records including publishing details in the Association's publications and affiliated publications;
- (b) to provide our services, including training and advocacy;
- (c) to manage and conduct our business;
- (d) to manage disciplinary proceedings against our members;
- (e) to offer or promote our products and services;
- (f) to obtain feedback;
- (g) to help us manage, develop and enhance our services, including our websites and applications;
- (h) to help us manage our relationship with sponsors of our events;
- (i) to consider your suitability for employment; and
- (j) to comply with our legal obligations, resolve any disputes and enforce our agreements and rights with third parties.

7. DISCLOSING YOUR PERSONAL INFORMATION

7.1 We only use your personal information for the purpose for which it was provided to us, for related purposes you would reasonably expect, or as required or permitted by law. These purposes include:

- (a) administering member services and training and responding to enquiries;
- (b) managing operations such as invoicing, reporting, and supplier engagement;
- (c) employment-related functions including recruitment and staff support;
- (d) fulfilling legal and contractual obligations and internal governance requirements;
- (e) where you registered for one of our events which is sponsored, to the event sponsor;
- (f) to our professional advisers, including lawyers, accountants and auditors; and
- (g) government agencies, regulatory bodies and law enforcement agencies, or other similar entities.

7.2 Where personal information is disclosed to third parties, including those located overseas, we take reasonable steps to ensure that the recipient complies with the APPs.

8. DIRECT MARKETING

8.1 We may use your personal information to identify a product or service that you may be interested in or to contact you to enable you to access services, educational and professional development programs and to provide information, promotional materials and incentives as part of the member benefits program provided by the Association. We may, with your consent, use the personal information we have collected about you to contact you from time to time whether by phone, email

or SMS to tell you about new products or services and special offers that we believe may be of interest to you.

- 8.2 You can withdraw your consent to receiving direct marketing communications from us at any time by unsubscribing from the mailing list by emailing the CEO at ceo@austbar.asn.au.

9. SECURITY AND STORAGE

- 9.1 We store your personal information in hard copy and electronically. We take all reasonable and appropriate steps (including organisational and technological measures) to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure.

- 9.2 We only keep your personal information for as long as it is required for the purpose for which it was collected or as otherwise required by applicable laws. If we no longer need to hold your personal information for any reason or we are no longer required by law to keep it, we will take reasonable steps to de-identify or destroy that information. These steps may vary depending on the nature of the information, the way it was collected and how it was stored.

10. ACCESS TO AND CORRECTION OF YOUR INFORMATION

- 10.1 We will endeavour to ensure that the personal information collected from you is up to date, accurate and complete.
- 10.2 You may request access to, or correction of, the personal information we hold about you at any time by contacting the CEO at ceo@austbar.asn.au. We will need to verify your identity before responding to your request. Subject to any applicable exceptions or requirements, we will provide you with access to the personal information you request within a reasonable time and usually within 28 days. If we decide to refuse your request, we will tell you why in writing and how to complain.

11. COMPLAINTS

- 11.1 You can make a complaint in writing to ceo@austbar.asn.au using the details set out in this Policy. We will respond to you within a reasonable period of time to acknowledge your complaint and inform you of the next steps we will take in dealing with your complaint.
- 11.2 If you are not satisfied with our response, you may complain to the Office of the Australian Information Commissioner (**OAIC**) via the OAIC website, www.oaic.gov.au.

12. CONTACT US

- 12.1 If you have a question or comment regarding this Policy or wish to make a complaint or exercise your privacy rights, please contact the CEO on the following details ceo@austbar.asn.au.

Dated: 15 November 2025