

AUSTRALIAN ALUMNI SINGAPORE - TERMS OF SITE USE

25TH AUGUST 2017

The use of web sites owned and/or operated by AUSTRALIAN ALUMNI SINGAPORE, including the AAS Digital Village (collectively “web sites”) is subject to the terms and conditions herein including the Social Network Guidelines and Privacy Policy, and any additional, rules, guidelines, disclaimers and notices displayed elsewhere on the said web sites (collectively “**Terms of Use**”).

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING ANY WEB SITES OF AUSTRALIAN ALUMNI SINGAPORE. THESE TERMS OF USE APPLY TO ALL VISITS AND USE OF AAS DIGITAL VILLAGE.

BY ACCESSING OR CONTINUING TO USE THIS WEB SITE, OR BY REGISTERING FOR A USER ACCOUNT TO ACCESS ANY OF OUR WEB SITES INCLUDING AAS DIGITAL VILLAGE, YOU HEREBY AGREE WITH AUSTRALIAN ALUMNI SINGAPORE (HEREINAFTER REFERRED TO AS “AUSTRALIAN ALUMNI SINGAPORE”, “AAS”, “WE” OR “US”) AND BE UNCONDITIONALLY BOUND BY THESE TERMS OF USE.

FROM TIME TO TIME, THESE TERMS OF USE MAY BE AMENDED, MODIFIED OR VARIED BY AAS AT ITS SOLE DISCRETION AT ANY TIME WITHOUT PRIOR NOTICE TO YOU. WE ENCOURAGE YOU TO CHECK THIS WEB PAGE AND OUR WEB SITES FROM TIME TO TIME FOR ANY UPDATED VERSIONS OF THIS THESE TERMS OF USE THAT ARE POSTED AND DATE STAMPED SO THAT YOU ARE AWARE OF WHEN IT WAS LAST UPDATED, YOUR CONTINUED USE OF THIS WEB SITE OR THE AAS DIGITAL VILLAGE SHALL BE DEEMED AN ACCEPTANCE OF THE TERMS OF USE AS REVISED.

1. SOCIAL NETWORK GUIDELINES

1.1 WHY USE THE AAS DIGITAL VILLAGE

The AAS Digital Village can be used in different ways and for different reasons:

- as a networking tool – your life is basically the sum of your professional and personal networks;
- to aid communication (just as mobile phones and e-mail did in the past);
- to participate in stimulating conversation; and
- to enhance your personal reputation online.

When the right people come together, great things can happen. Around the world and in our home residence of Singapore, Australian Alumni are the pulse of the AAS. That’s why we call ourselves Australian Alumni Singapore.

Without *you* to bring the Digital Village to life, the AAS Digital Village is just a couple of words. Social media provide our Alumni and their Universities with channels/tools to make their voices heard and to display the power of the Australian Alumni in Singapore network. It’s a form of *empowerment* that offers significant potential for enhancing your reputation.

2 THE BASICS

Here are some general principles that can help your AAS Digital Village activity:

2.1 REGISTRATION

To register for a User Account, you must have a valid e-mail account and be at least 18 years old. You agree that all information you provide during the registration process will be complete and accurate information. You shall keep this information up to date while using the Service. You will be required to verify your e-mail address including your chosen user identification and password issued to you (“Login Details”) before you may access your User Account.

Your Login Details will be used to access your User Account and the services thereunder. Depending on features of the services you have selected, you also may be prompted to answer several security questions and/or verify your credentials.

You are responsible for maintaining the secrecy and security of your Login Details and for any use of or action taken under your Login Details. You should not disclose your credentials to any third party (other than third parties authorized by you to use your account). If your Login Details are compromised, or if you believe that there is an error or unauthorized transaction or activity associated with your Login Details, you must notify us and change your Login Details immediately.

You acquire no rights to your Login Details and we reserve the right to change the same at our sole discretion without being liable to you for any loss or damage suffered by or caused to you, or arising out of , in connection with or by reason of such change.

2.2 KNOW YOUR OWN UNIVERSITY’S ALUMNI VALUES AND PRINCIPLES

Please make sure that you have read and are familiar with your own University’s Alumni Chapter Values and Principles. They provide a framework to guide you in your dealings with fellow Alumni, partners, suppliers, and other stakeholders. For this reason, your principles very much apply in the AAS Digital Village - a social media environment.

2.3 POINT OUT THAT YOU ARE NOT AN OFFICIAL SPOKESPERSON

We welcome your participation in various AAS or your University/Alumni Chapter- themed accounts / blogs / groups / websites etc. However, if you plan on setting up one of these yourself, be sure to make clear in some way that it is not an official communication channel, unless you are duly authorised. Also, you should state clearly that you are expressing your own views and opinions, especially when discussing topics that relate to your respective Academic Institution or Alumni Chapter.

If necessary, add a disclaimer (“The opinions and positions expressed are my own and don’t necessarily reflect those of XXX University.”) to indicate that you are not speaking on behalf of your Academic Institution or your Alumni Chapter.

2.4 RESPECT THE AAS AND YOUR UNIVERSITY/ALUMNI CHAPTER’S BRAND GUIDELINES

The AAS and your University / Alumni Chapter’s brand consistency is important. If you include a relevant logo on your profile, be sure to follow their Brand guidelines. Use the latest artwork. Do not squeeze or otherwise distort the logo. Do not use the logo in combination with a product name. Use the correct shades of the specific colour and related corporate colours.

2.5 RECOGNIZE THAT YOU ARE ENTERING A SOCIAL SYSTEM

The AAS Digital Village is a social network. Social media are like any social event – a meeting, a party, the coffee corner. Behave as you would in such an environment. The same professional standards and good manners apply: introduce yourself, don’t pretend to be some- one else, don’t intrude in or interrupt the

conversations of others, and so on. Take care to ensure that your actions and behaviour are consistent with the image you want to portray in your Alumni Communities and your Alma Mater(s). Keep in mind that you are very likely to be sharing any social space – online or offline – with your manager, colleagues, investors or partners.

2.6 REMEMBER THAT GOOGLE NEVER FORGETS

Everything you post stays online for a long time. Think before posting something you might regret later.

2.7 IN CASE OF DOUBT

Ask your Alumni Chapter or Alma Mater whether it is “safe” to post specific information online.

3 ACCEPTABLE USE POLICY

You are solely responsible for the content of all information, data, text, messages, photographs, videos, images, graphics, audio recordings and other material provided by you (collectively “Postings”), as such Postings are submitted by you.

You acknowledge and agree that you are responsible for ensuring that you have the right to submit all Postings and that no content of any such Posting infringes on the intellectual property rights or other rights of any person, and all Postings consisting of information, opinions or reviews express the views of their respective authors, and not our views.

Postings must: (i) be relevant to the purpose of the Forum and the nature of any topic; be accurate (where they state facts); be genuinely held (where they state opinions); and comply with applicable laws in Singapore and in any country from which they are posted.

Notwithstanding the generality of the foregoing, you agree to comply with the following content standards for all Postings:-

3.1 DOS

- Know your University/Alumni Chapter’s Values and Principles.
- Be yourself, say who you are and who you represent, especially when publicising your Alma Mater
- If you are using the Chapter/University logo, follow the respective Brand guidelines.
- State clearly that the views / opinions expressed are your own. Speak in the first person.
- Get your facts right, be truthful. Support your opinions with facts. Cite the sources of your contents.
- Add value.
- Think before posting.
- Use common sense and courtesy. Admit mistakes, apologise if necessary.
- Be respectful of other cultures, religions, values, etc.
- Respect the intellectual property rights of others, especially trademarks and copyright. You are prohibited from using logos, trademarks, music, images, etc. that do not belong to you unless you have obtained proper authorization.
- Monitor the reactions to your posts and make sure they are as true, respectful and legal as your own

3.2 DON'TS

- Do not post things you would be embarrassed to have your mother / manager see.
- No spam!
- No marketing. Our web sites including AAS Digital Village must not be used to transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation.
- Do not speak on behalf of your Alma Mater/Alumni Chapter unless authorised (Use a disclaimer if you have your own sub group / blog / channel).
- Do not squeeze, modify your Alumni Chapter/Alma Mater's logo. Do not associate it with inappropriate content.
- Do not lie.
- Do not harass, upset, embarrass, alarm or annoy any other person.
- Do not post any defamatory, vulgar, obscene, inflammatory or threatening material, which includes material that contains or promotes (i) sexually explicit material, (ii) violence or aggression, or (iii) discrimination in any form, including race, gender, religion, nationality, disability, sexual orientation, age.
- Do not share internal information. Refrain from commenting on your company's / University's / Alumni Chapter's performance.
- Do not cite colleagues / stakeholders, do not post their materials without their approval.
- Do not censor others' opinions.
- Do not post or share any material which contains any viruses, Trojan horses, worms, time-bombs, keystroke loggers, spyware, adware or any other harmful programs or similar computer code designed to adversely affect the operation of any computer software or hardware.
- Do not post or share any material which infringes any intellectual property right or other right of any other person.
- Do not advocate, promote or assist any illegal activity or unlawful act such as (by way of example only) intellectual property infringement or computer misuse.
- Postings must not be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence.
- Do not give the impression that the information posted or shared by you emanates from us in any way.

3.3 POSTING ON PUBLICLY ACCESSIBLE AREAS

A publicly accessible area is any area of the AAS Digital Village, web site and/or services provided by AAS that are accessible by the general public, and may therefore be indexed by search engines.

We may offer you the opportunity to post, submit and exchange content and information on publicly accessible areas and you shall be fully responsible for, and should thereby exercise caution, if you choose to disclose your personal data in a publicly accessible area. Remember that this information may remain indefinitely on the internet even though measures are taken to remove such information from the AAS Digital Village, web site and/or services provided by AAS.

We shall not be liable for any loss or damage arising from any information including personal data provided by you that is made available on any publicly accessible areas. Any information you submit to us is at your own risk of loss.

3.4 USER-TO-USER COMMUNICATION AND SHARING

You are solely responsible for your interactions with other users.

We reserve the right, but have no obligation, to monitor disputes between you and other users and to restrict, suspend, or close your account if we determine, to our sole discretion, that doing so is necessary to enforce these Terms of Use.

We cannot guarantee that other users will not use the ideas and information that you share to and/or through our web sites. Therefore, if you have an idea or information that you would like to keep confidential or don't want others to use, or that is subject to third party rights that may be infringed by your sharing it, do not post it to and/or through our web sites. We are not responsible for any person's misuse or misappropriation of any content or information you post.

3.5 MONITORING

We reserve the right, in our sole discretion, to delete, edit or modify any Posting submitted by you and/or to close any topic, at any time without notice to you. We also reserve the right to monitor, intercept and review, without further notice, any Posting to ensure that these Terms of Use are being complied and for legitimate business purposes and you consent to such monitoring, which includes, without limitation:

- the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies; and
- storing copies of such data or communications for a period of time after they are created, and the deletion of such copies from time to time without notice.

DO NOT USE YOUR USER ACCOUNT FOR ANY MATTER THAT YOU WISH TO BE KEPT PRIVATE OR CONFIDENTIAL.

3.6 MODERATION

We will use reasonable endeavours to assess and decide in each case whether it is appropriate to moderate (including what kind of moderation to use) for Postings submitted to AAS Digital Village. Although our administrators and moderators will attempt to keep Postings in contravention of these Terms of Use off the AAS Digital Village, it is impossible for us to review all content, and we expressly exclude our liability for any loss or damage arising from any objectionable content and/or the use of AAS Digital Village by a user in contravention these Terms of Use.

3.7 SUSPENSION AND TERMINATION

We will determine, in our discretion, whether there has been a breach of these Terms of Use through your use of the AAS Digital Village. When a breach has occurred, we may take such action as we deem appropriate.

Failure to comply with any term of these Terms of Use constitutes a material breach and may result in our taking all or any of the following actions:

- issue of a warning to you;
- immediate, temporary or permanent removal of any Posting uploaded by you;
- immediate, temporary or permanent withdrawal of your right to use AAS Digital Village, including cancellation of your Digital Membership with us, and informing your University Alma Mater of your actions;

- legal proceedings against you for reimbursement of all loss and damage, including costs, resulting from the breach; and/or
- disclosure of all relevant information to law enforcement authorities as we reasonably feel is necessary.

The responses described above are not limited, and we may take any other action we deem appropriate.

4. PRIVACY

AAS respects the privacy of its users and has created a Privacy Notice that explains the rights and responsibilities with respect to personal information you disclose on AAS web sites. Please see our Privacy Notice, which is incorporated by reference in these Terms of Use and provided here for your reference on what personal data we collect and how we will use and protect it. By using our web site, you accept and consent to the provisions described in our Privacy Notice.

5 OTHER TERMS

5.1 YOUR OBLIGATIONS

You represent, warrant and undertake:

- that you are lawfully entitled to access our web sites and have full legal capacity to perform your obligations under these Terms of Use and have the same enforced against you;
- not to introduce to our web sites any viruses, Trojan horses, worms, time bombs or any other computer programs or files of a harmful nature that will interrupt, limit, destroy or otherwise interfere with their functionality;
- not to distribute, modify, transmit, reuse, repost or use any materials or Postings from the web sites, without the express written permission of AAS and/or their rightful owners; and
- to preserve and retain all copyright and other proprietary notices contained in any downloaded materials.

Except as otherwise expressly permitted by AAS, any access or attempt to access other areas of the computer system and/or web sites of AAS for any purpose is strictly prohibited.

5.2 ACCESS

Whilst we try to ensure that access to the web sites are always available, from time to time we may decide to temporarily restrict or block access to, or use of, all or part of a web site without notice and reserve the right to do so, whether for the purpose of upgrading, maintaining or investigating the web site or for any reason which we, in our absolute discretion, deem appropriate or necessary. We shall not be liable or responsible for any loss or damage suffered by or caused to you or arising out of, in connection with or by reason of such shutting down of the web site. We also reserve the right to withdraw and/or amend content on the web site without notice and we accept no liability, no matter how that may be caused.

We shall not be liable for any delay or failure in performance resulting from causes beyond our reasonable control including but not limited to outage, electrical, electronic, technical and computer-related faults and breakdowns, fires, strikes (of our or other employees), insurrection or riots, embargoes, the requirements of any civil or military authority, civil commotion, power failure, war, acts of foreign enemies, acts of terrorism or other disturbances or perils of a similar or analogous nature ("Force Majeure Event"). We shall for the duration

of such a Force Majeure Event, be relieved of any obligation as affected by the said event, and the Terms of Use herein shall remain in force with regard to all other obligations that are not affected by such event.

You agree and acknowledge that any data, enquiry or request made or submitted electronically to any web sites is subject to the risks of the occurrence of a Force Majeure Event above and if, in any such event, we do not receive the data, enquiry or request submitted by you or if such data, enquiry or request is lost, corrupted or otherwise not accessible, whether wholly or partially for whatever reason, you shall be deemed not to have submitted such data, enquiry or request, and you shall have no claim whatsoever against us for compensation, loss or damage.

5.3 INTELLECTUAL PROPERTY RIGHTS

Except for Postings submitted by users of the web sites, you acknowledge and agree that:-

- Any and all text, graphics, photographs, logos, button icons, images, designs, sounds, music, audio clips, video clips, data compilations and software, and the compilation thereof are collectively referred as "AAS Content"; and
- All trademarks, brand names, logos and related tag-lines and service marks displayed on the web sites, whether or not appearing in large print or with the trade mark symbol ("™"), and whether or not registered anywhere in the world, are collectively referred to as the "AAS Trade Marks".

All rights, titles and interests in and to the AAS Content and the AAS Trade Marks are owned by AAS, its affiliates, related companies or its licensors or joint venture partners.

Your access to or use of the web sites should not be construed as granting, by implication, estoppel or otherwise, any license or right to use the AAS Content and or the AAS Trade Marks. Other than the limited grant of access to and viewing of the AAS Content and or the AAS Trade Marks on the web sites, you have no privileges or rights in any of the AAS Content and or the AAS Trade Marks.

Any use of the AAS Content and or the AAS Trade Marks, including without limitation, any reproduction, modification, distribution, transmission, republication, display, broadcast or performance of the same, without the prior written permission of AAS, is strictly prohibited and shall constitute a violation of the intellectual property rights of AAS, its affiliates, related companies or its licensors or joint venture partners.

5.4 THIRD PARTY LINKS

We may provide links to other web sites or resources not owned or operated by us. We are not responsible for the availability, functionality, accuracy or content of these web sites or resources, and any links we provide does not mean that we are connected with or endorse the related web site, resource or the information provided in them. Those web sites or resources may have their own terms, conditions and policies, and it is your duty to ensure that you comply with them. We accept no liability, no matter how that may be caused, for any failure on your part to view, comply or familiarise with any such terms, conditions and policies.

Users are advised to take caution and exercise good judgement before clicking on any hyperlinks, as they could expose users to possible spam and hacking. In this regard, we cannot be held responsible for any loss and or damage arising from the use and or access of any hyperlinks.

You may not create a hyperlink to any AAS web sites, whether via social networks or otherwise, without our written permission.

5.5 THIRD PARTY SOCIAL MEDIA PLATFORMS

Communication, engagement and actions taken through external social media platforms that we participate on are subject to the terms and conditions as well as the privacy policies of those social media platforms ("Third Party Social Media Platforms").

The Third Party Social Media Platforms may use social sharing buttons which help share web content directly from our web pages to the social media platform in question. Where you use such social sharing buttons you do so at your own risk– you should note that the Third Party Social Media Platforms may track and save your request to share a web page respectively through your social media platform account. Please note these Third Party Social Media Platforms have their own privacy policies, and we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these Third Party Social Media Platforms.

6. DISCLAIMER

WE DO NOT REPRESENT THAT OUR WEB SITES OR ITS CONTENTS AND MATERIALS ARE APPROPRIATE OR AVAILABLE FOR USE IN ALL JURISDICTIONS. IF YOU ACCESS OR USE ANY OF OUR WEB SITES, YOU DO SO AT YOUR OWN INITIATIVE AND RISK, AND YOU SHALL BE RESPONSIBLE FOR COMPLIANCE WITH YOUR LOCAL LAWS.

WE NEITHER WARRANT NOR GUARANTEE THE ACCURACY OR COMPLETENESS OF THE CONTENTS OR MATERIALS ON OUR WEB SITES WHICH MAY BE OUT OF DATE, AND WE NEITHER MAKE ANY COMMITMENT NOR ASSUMES ANY DUTY TO UPDATE SUCH CONTENTS OR MATERIALS.

WE NEITHER WARRANT NOR GUARANTEE THAT MATERIALS AVAILABLE FOR DOWNLOAD FROM OUR WEB SITES WILL BE FREE OF INFECTION FROM VIRUSES, WORMS, TROJAN HORSES OR OTHER CODE THAT MANIFESTS CONTAMINATING OR DESTRUCTIVE PROPERTIES.

WITHOUT LIMITING THE FOREGOING, EVERYTHING ON OUR WEB SITES IS PROVIDED TO YOU "AS IS" WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. ALL USERS ACCESS AND USE OUR WEB SITES AND THEIR CONTENT AT THEIR OWN RISK. WE DO NOT ACCEPT RESPONSIBILITY FOR INFORMATION ON OTHER SITES, INCLUDING THOSE LINKED TO OUR WEB SITES,

WE RESERVE THE RIGHT TO LIMIT ACCESS TO OUR WEB SITES TO ANY PERSON, GEOGRAPHIC REGION OR JURISDICTION.

7 EXCLUSION OF LIABILITY AND INDEMNITY

TO THE FULLEST EXTENT PERMISSIBLE BY THE APPLICABLE LAW, IN NO EVENT SHALL AAS BE LIABLE TO YOU OR TO ANY PARTY FOR ANY LOSS OR DAMAGE OF ANY KIND HOWSOEVER CAUSED, (INCLUDING, WITHOUT LIMITATION, DIRECT, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE LOSS OR DAMAGES, OR DAMAGES RESULTING FROM LOST PROFITS, LOST DATA OR BUSINESS INTERRUPTION) ARISING OUT OF YOUR ACCESS TO, USE OF OR INABILITY TO ACCESS OR USE, ANY AAS WEB SITES OR ANY ERRORS OR OMISSIONS IN ITS CONTENT. THIS INCLUDES DAMAGES TO OR VIRUSES THAT MAY INFECT YOUR COMPUTER EQUIPMENT.

YOU AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS AAS, ITS OFFICERS, COMMITTEE MEMBERS, EMPLOYEES, AGENTS, SUPPLIERS, AFFILIATES, AND THIRD PARTY PARTNERS FROM AND AGAINST ALL LOSSES, EXPENSES, DAMAGES AND COSTS, INCLUDING REASONABLE LEGAL FEES, RESULTING FROM ANY VIOLATION BY YOU OF THESE TERMS OF USE, OR ANY ACTIVITY RELATED TO YOUR ACCOUNT (INCLUDING NEGLIGENT OR WRONGFUL CONDUCT) BY YOU OR ANY OTHER PERSON ACCESSING THE WEB SITE USING YOUR ACCOUNT.

8. GOVERNING LAW AND JURISDICTION

These Terms of Use shall be governed by the Laws of the Republic of Singapore and any dispute shall be submitted to the exclusive jurisdiction of the Courts of the Republic of Singapore. You likewise agree to waive all defences of lack of personal jurisdiction and forum non convenience.

HOW YOU CAN CONTACT US

If you have any questions or comments about these Terms of Use or in the event that you wish to make a complaint regarding this web site or any Postings, then please contact us. The contact details are:

By e-mail:

secretariat@as.org.sg **and** digitalvillage@as.org.sg

Attn: Secretariat, Australian Alumni Singapore

If you prefer to contact us by post and/or fax:

Secretariat

Australian Alumni Singapore

10 Anson Road #26-08, International Plaza, Singapore 079903

Fax No. [+65 6227 8102](tel:+6562278102)

AUSTRALIAN ALUMNI SINGAPORE - PRIVACY NOTICE

25TH AUGUST 2017

This is the Privacy Notice of Australian Alumni Singapore (hereinafter “AAS”, “we”, or “us”) that sets out how we collect, use, disclose and protect any Personal Data (defined below) that you give to us. This Privacy Notice applies to all members, non-members, customers, users and content providers of AAS and our web sites, and is designed to meet the requirements of personal data protection laws in Singapore.

PLEASE READ THIS PRIVACY NOTICE BEFORE SUBMITTING ANY INFORMATION REQUESTED BY US, OR SIGNING UP FOR ANY USER ACCOUNTS, GOODS, SERVICES OR ACTIVITIES OFFERED BY US, SO THAT YOU ARE AWARE OF AND UNDERSTAND THE PURPOSES FOR WHICH WE COLLECT, USE AND DISCLOSE YOUR PERSONAL DATA.

BY ACCESSING AND/OR USING OUR WEB SITES INCLUDING ITS RELATED MOBILE APPLICATION AND THE SERVICES WITHIN THEM (COLLECTIVELY THE “SERVICES”), AND/OR PROVIDING YOUR PERSONAL DATA TO US OR ANY OF OUR WEB SITES, PRODUCTS, SERVICES OR MOBILE APPLICATIONS OWNED OR OPERATED BY US, YOU CONSENT TO THE PROVISIONS IN THIS PRIVACY NOTICE.

IF YOU DO NOT CONSENT OR DO NOT AGREE TO OUR PRIVACY NOTICE, PLEASE DO NOT PROCEED FURTHER AND DO NOT PROVIDE ANY PERSONAL DATA.

FROM TIME TO TIME, WE MAY REVIEW AND UPDATE THIS PRIVACY NOTICE TO ENSURE THAT IT IS CONSISTENT WITH ANY CHANGES IN LEGAL REQUIREMENTS. WE ENCOURAGE YOU TO CHECK THIS WEB PAGE AND OUR WEB SITES FROM TIME TO TIME FOR ANY UPDATED VERSIONS THAT ARE POSTED AND DATE STAMPED SO THAT YOU ARE AWARE OF WHEN THE PRIVACY NOTICE WAS LAST UPDATED,

Except as otherwise defined in this Privacy Notice, the definitions and interpretations contained in our Terms of Use shall apply to this Privacy Notice.

WHAT WE COLLECT

The types of personal data that we collect depend on the circumstances of collection and on the nature of the transaction undertaken with us. The personal data that we may request includes but is not limited to (individually and collectively referred to as “Personal Data”):

- personal identification, contact and other demographic information, namely name, email address, birth date, gender, postal address, telephone numbers, occupation, industry, academic qualifications, University affiliations, personal interests, photographs, etc., which you provide directly to us, or through our access to your social media accounts (for example, LinkedIn, Google+ or Facebook), as authorised by you;
- other information as we may notify you, whether for surveys, sale of publications and other service offerings;
- technical and statistical data, such as your internet protocol (IP) address, browser type, domain names, access times and referring web site addresses, which will automatically be collected by us to maintain quality of the service and to compile general statistics regarding use of our web sites;

- device-specific information and device location information, when you install, access, or use our Services, and depending on the permissions you have granted, your location data if you use the location features, such as when you choose to share your location, view locations of objects and/or others within a vicinity, or those of others who have shared with you, and the like.

Notwithstanding the generality of the above:-

- We collect Personal Data when you register for an account, when you use certain Services (including when you sign up for an account, create or share, and message or communicate with others) and when you visit certain pages of our web sites. This can include information in or about the content you provide or about how you use our Services, such as the types of content you view or engage with, the people and groups you are connected to and how you interact with them or the frequency and duration of your activities.
- If you registered with us through any of your social media accounts, you also acknowledge and agree that we may access and store information made available by you on your respective social media accounts.
- We also collect information about you from your Alumni Chapter, University or other related Member Organisations (defined below) and from other users of our Services, such as when they send a message to you, or upload, sync or import your contact information. We also work closely with other third parties (including, for example, business partners, advertising networks, analytics providers, search information providers), and we may sometimes receive information about you from them. All such information may be combined with the data you provide to us when you register with us and / or when you use the Services, and the combined data may be used by us for the same purposes outlined in this notice.

WHAT WE DO WITH THE PERSONAL DATA

The Personal Data you provide helps us to understand your needs, maintain our relationship with you, process transactions, fulfil our delivery obligations for any goods, services or activities you undertake with us, and improve our service delivery. In particular, we collect your Personal Data for the following purposes, including without limitation:

- to establish, maintain and/or manage the relationship(s) by and between AAS and you (as a member or non-members, as the case may be);
- to organise, conduct and/or provide products, activities and/or services (including Services);
- to provide messages and materials to you (from AAS and/or its service providers, sponsors, third party partners and Member Organisations), including services, events, promotions or otherwise that are offered as part of or in connection with your membership with AAS;
- to grow the individual and professional networks (of AAS, its members and non-members) by introducing you to other members and non-members of AAS including the AAS Secretariat, sponsors of AAS, various Australian University Chapters and/or Industry Associations and/or Governments (including the Australian federal and state governments and their agencies and statutory bodies) (collectively "Member Organisations");
- to improve our products, services and activities, and to customise our web sites according to your interests;
- to develop content of this web site and our related network of web sites;
- to periodically send you email updates about new activities and services or other information. You have the option of opting out from receiving such information;
- to respond to feedback from you;
- from time to time, we may use your Personal Data to conduct research; and

- for record keeping.

(collectively referred to as “Purposes”).

We may also use and disclose your Personal Data within the AAS (including its Secretariat), and with its officers, employees, committee members, members, agents, sponsors, suppliers, affiliates, and third party partners:-

- In order to fulfil the Purposes listed above, in which case, we may:-
 - disclose, transfer, and jointly use your Personal Data to and with such third parties in Singapore and overseas, and your Personal Data may also be transmitted to data storage facilities or our offices and appointed agents in Singapore or other countries in connection with our performance of the transaction with you;
 - share your Personal Data with our trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for delivery of our Services;
 - use Personal Data provided by you to help connect you with other individuals and Member Organisations, including identifying your location to other users of the Services within a vicinity and/or close proximity (depending on the permissions you have granted and/or the settings you have configured on your device to access the Services), for users of the Services to interact and communicate with one another;
 - share your Personal Data with any of our sponsors, our industry partners, our Member Organisations, our contacts with Governments (including the Australian federal and state governments and their agencies and statutory bodies), our affiliate Universities and to the AAS Secretariat;
 - share your Personal Data with any University, industry association or our sponsor for their purposes (including contacting you for research, donations, sponsorships, marketing and promotion purposes and/or their business outreach initiatives); and
- If required or authorised to do so by law or pursuant to a court order, including but not limited to circumstances where use and/or disclosure is:-
 - necessary for any investigation or legal proceedings, including but not limited to fraud, intellectual property infringement or privacy;
 - necessary for establishing, exercising or defending our legal rights, or obtaining legal services;
 - necessary for responding to an emergency that threatens the life, health or safety of an individual;
 - in connection with or forms part of any purchase, sale, lease, merger or amalgamation of AAS or of any of AAS’s business or assets, or any other acquisition, disposal or financing of AAS, but otherwise it is not in our usual course of business to sell, rent or lease your Personal Data to third parties.

CONSENT

Your express consent will be sought when collecting your Personal Data. There will also be instances where your consent for the collection or use of your Personal Data will necessarily be implied from the circumstances by nature of the task or transaction, including your interaction with us or in the course of signing up for, or accepting, any of our products, services or activities you have requested.

Various aspects of the Services may give you control over types of information (including Personal Data) that you share with, and/or receive from, other users. We encourage you to customise the user settings to suit your preferences.

Where you are supplying the Personal Data of another individual (e.g. information of your spouse, children, parents, and/or employees, etc.), you represent, warrant, undertake and will ensure that the individual whose Personal Customer Data is supplied to us has consented to provide us with their Personal Data for the respective purposes, and is informed of and consents to the terms of this Privacy Notice.

This Privacy Notice shall supplement any other policies that you may have previously provided consent to us in respect of your Personal Data.

Where you have provided your express consent, your name, email address and contact number may be used by us and/or selected third parties (identified above) to provide you with information about products, services and activities that you have indicated your interest. You may unsubscribe from this service and withdraw your consent at any time by written request to our Secretariat (see contact details and requirements below).

ACCESS

We will, upon your written request to our Secretariat (see contact details and requirements below), allow you to enquire about the ways in which your personal data has been or may have been used or disclosed within a year before the request. Where required or authorised to do so by law, we reserve the right to charge a reasonable administrative fee for this service and/or deny your request for access to your Personal Data.

ACCURACY

You should ensure that all Personal Data submitted to us is current, complete and accurate. Failure on your part to do so may result in our inability to provide you with the products, services and activities you have requested.

If you believe that any Personal Data we are holding on you is incorrect or incomplete, please write to or email our Secretariat (see contact details and requirements below).

RETENTION

We will retain your Personal Data for as long as it is necessary to fulfil the purpose for which it was collected, the legal or business purposes of AAS, or as required by relevant laws.

When destroying Personal Data, we will take commercially reasonable and technically possible measures to make the personal information irrecoverable or irreproducible in accordance with the applicable laws.

SECURITY

We are committed to ensuring the security and protection of your Personal Data in our possession or our control by making reasonable security arrangements to prevent unauthorised access, collection, use, disclosure, copying modification, disposal or similar risks.

While we strive to protect your Personal Data, we cannot completely guarantee the security of any Personal Data we may have collected from or about you, or that no harmful code will enter our web sites (for example viruses, bugs, trojan horses, spyware or adware). You should be aware of the risks associated with disclosing any information or transacting over the Internet or when using online portals, and we urge you to take every precaution when using the Internet to disclose your Personal Data to us, including using strong passwords, changing your password regularly and using a secure browser.

If applicable, you undertake to keep your username and password secure and confidential and shall not disclose or permit it to be disclosed to any unauthorised person, and to inform us as soon as reasonably practicable if you know or suspect that someone else knows your username and password or believe the confidentiality of your username and password has been lost, stolen or compromised in any way or that actual or possible unauthorised transactions have taken place. We are not liable for any loss or damage resulting from your act or omission to safe-keep your username and password from unauthorised use.

COOKIES

By browsing or using our web sites, you consent to:-

- our use of cookies to collect information on your web site usage data and improve your online experience when browsing or transacting using our web sites; and
- our use of web analytics services from other companies to track how visitors (including you) reach our web sites and the path they take through it. These companies use cookies to help us improve our service to you.

A cookie is a small file placed on your computer's hard drive that helps to analyse web traffic or let you know when you visit a particular site, and can include information about the way you use a web site, your choice of Internet browser, the type of device you are accessing it from, and where you are in the world. In particular:

- Cookies allow web applications to tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences, but a cookie does not give us access to your computer or any information about you, other than the data you choose to share with us.
- Traffic log cookies enable us to identify which pages are being used and help us to analyse data about webpage traffic to tailor services to your needs. The information is used for statistical analysis, and the data is removed from the system thereafter.

The length of time a cookie stays on your device depends on its type. We use two types of cookies on our web sites, as follows:

- Session cookies are temporary cookies which only exist during the time you use a Site (or more strictly, until you close the browser after using the Site). Session cookies help the Site remember what you chose on the previous page, avoiding the need to re-enter information.
- Persistent cookies stay on your device after you have visited the Site. For example, when you log onto a Site, a persistent cookie will be used to remember your preferences, so that the

system remembers your choice the next time you log in. Persistent cookies help us to identify you as a unique visitor but do not contain any information that could be used to identify you to another person.

You can remove cookies from your computer at any time, and choose to disable cookies in your internet browser settings. However, this may prevent you from taking full advantage of our web sites.

EDIT AND DELETE YOUR INFORMATION AND PREFERENCES

If you have an account with us:-

1. You can edit your Personal Data on your account at any time.
2. You can re-sync your account with your social media account(s) (e.g. LinkedIn, Google+ or Facebook) at any time.
3. We may restrict any change being made to any report produced about you, if we are of the opinion that such report is not a fair and true representation of you.
4. We endeavour to correct any material error in your Personal Data upon your reasonable written notification.
5. You may delete your account by emailing us at digitalvillage@aes.org.sg, verifying your password once more and confirming your choice to terminate the account. We may, however, retain certain aspects of your account and other Personal Information for the purposes of maintaining records of our dealings with you, analysis and/or statistics.
6. Please note that:
 - Information that you have shared with others and that others have shared about you is not part of your account and will not be deleted when you delete your account or request that information about you be deleted; and
 - It may take some time to delete data stored in backup systems.

CONTACTS

Contacting Us – Feedback, Withdrawal of Consent, Access and Correction of your Personal Data

If you:

- have any questions or feedback relating to your Personal Data or our Privacy Notice;
- would like to withdraw your consent to any use of your Personal Data; or
- would like to obtain access and make corrections to your Personal Data,

please contact us in writing at the following e-mail addresses provided below referencing '**Privacy Policy**':

secretariat@aes.org.sg and digitalvillage@aes.org.sg

Attn: Secretariat, Australian Alumni Singapore

If you prefer to contact us by post and/or fax, please send to:

Secretariat, Australian Alumni Singapore
 10 Anson Road #26-08, International Plaza, Singapore 079903
 Fax No. [+65 6227 8102](tel:+6562278102)

To protect your privacy and security, we will also require you to verify your identity before we can respond substantially to your request.

GOVERNING LAW

This Privacy Policy and your use of our web sites shall be governed in all respects by the laws of Singapore.

MEMBERSHIP TERMS AND CONDITIONS

The Australian Alumni Singapore (“AAS”) offers two (2) categories of membership: (i) Individual Membership, and (ii) Institutional Membership. Details of each category of membership are as follows:-

Individual Membership (comprising 4 types):

Individual Membership	ORDINARY	ASSOCIATE	LIFE	DIGITAL
Eligibility criteria	Persons resident in Singapore who are graduates of universities or other institutions of higher learning in Australia or persons who have completed a course of study from a recognised Australian professional body or organisation including their campuses and branches outside Australia.	Persons who are resident in Singapore with connections or links with Australia, provided that the Management Committee shall always have the sole discretion to accept or refuse any application by any person to be admitted as an Associate member of the AAS.	Persons who qualify for ordinary memberships or hold ordinary memberships in the AAS.	Any Australian Alumni who are graduates of universities or other institutions of higher learning in Australia or persons who have completed a course of study from a recognised Australian professional body or organisation including their campuses and branches outside Australia.
Benefits	<ul style="list-style-type: none"> ▪ Digital Village access providing 24 x 7 x 365 access to your Australian Alumni Singapore community. ▪ Regular email notifications with information on the full range of calendar of activities by AAS, its partner associations and the opportunity to participate in them ▪ Being part of a national network of Australian alumni and others connected with Australia, including invitations to and discounted rates at events organised by Austcham, ANZA, AIS and other Alumni Associations ▪ Member rates at the AAS bimonthly networking events ▪ Member rate for places/tables at the AAS Annual Dinner booked in 			<ul style="list-style-type: none"> ▪ Digital-only community membership, with access only to the AAS Digital Village. ▪ No voting rights.

	<p>member's name</p> <ul style="list-style-type: none"> ▪ The opportunity to list events on AAS website and network and engage with other Australian University AAS members ▪ Voting rights at AAS Member meetings ▪ Access to members' only resources 			
Fees*	S\$25 net per annum, renewable at the same rate for each subsequent year.	S\$25 net per annum, renewable at the same rate for each subsequent year.	One-time S\$250 net, for the lifetime of the member.	\$1.50 net per annum, renewable at the same rate for each subsequent year.

*Fees as at 25th August 2017, which may be revised at the sole discretion of AAS.

Institutional Membership:

Eligibility criteria	<p>Institutional memberships are open to any of the following types of organisations:</p> <ol style="list-style-type: none"> 1. Australian institutions of higher learning 2. Australian professional bodies 3. The campuses, branches and alumni bodies of the organisations set out in paragraphs (a) and (b) above located outside Australia 4. Public sector entities which, in the opinion of the Management Committee, can contribute to and further the objects of the AAS 5. Private sector entities which, in the opinion of the AAS Management Committee, can contribute to and further the objects of the AAS <p>The AAS Management Committee has sole discretion to accept or refuse any application by any institution to be admitted as an institutional member of the AAS.</p>
Benefits	<ul style="list-style-type: none"> ▪ Acknowledgement/Listing on AAS website ▪ Member rate for places/tables at the AAS Annual Dinner booked in member's name ▪ Regular email notifications with information on the full range of calendar of activities by AAS, its partner associations and the opportunity to participate in them ▪ Being part of a national network of Australian alumni and others connected with Australia, including invitations to and discounted rates at events organised by Austcham, ANZA, AIS and other Alumni Associations ▪ The opportunity to list events on AAS website and network and engage with other Australian University AAS members ▪ Member rates at the AAS bimonthly networking events ▪ The opportunity to list events on AAS website and network and engage with other Australian University AAS members ▪ Voting rights at AAS Member meetings ▪ Access to members' only resources on website, including a job board.
Fees*	S\$200 per annum, renewable at the same rate for each subsequent year.

*Fees as at 25th August 2017 which may be revised at the sole discretion of AAS.

BY JOINING AS MEMBER OF AAS, YOU AGREE TO BE BOUND BY (A) THE AAS MEMBERSHIP TERMS AND CONDITIONS, AND (B) ANY TERMS AND CONDITIONS AS MAY BE PRESCRIBED BY AAS, FOR THE USE AND/OR ACCESS OF RESOURCES AND FACILITIES MADE AVAILABLE TO YOU BY AAS, INCLUDING THE AAS WEB SITES, AAS DIGITAL VILLAGE AND ANY ACTIVITIES AND SERVICES PROVIDED BY AAS.

INDIVIDUAL MEMBERSHIP TERMS AND CONDITIONS

In consideration of the grant of my application for Individual Membership with AAS for the current calendar year ending December 31:-

1. I declare that the information I am providing in support of this application is true and correct.
2. I declare that I meet the eligibility criteria for membership.
3. I understand and accept that my admission to and continued membership is conditional upon my observance of the Constitution of the AAS. Notwithstanding the generality of the above:
 - (a) I undertake to abide by the Constitution of AAS (and any alteration or amendment to it) and to comply with such rules made under it; and
 - (b) I undertake to comply with any terms and conditions as may be prescribed by AAS for the use and/or access of resources and facilities made available by AAS; and
 - (c) I accept that my membership may be suspended or terminated by AAS at any time, if I contravene the Constitution of AAS including such rules made under it and/or any terms and conditions as may be prescribed by AAS for the use and/or access of resources and facilities made available by AAS.
5. I undertake to make payment of the relevant Individual Membership Fees within 2 weeks of this application:
6. I understand that my application will only be processed upon receipt by AAS of all payments due.
7. I have read and agree to the Privacy Notice of AAS.
8. I acknowledge and agree that the provisions herein shall be construed and governed by Singapore Law.

INSTITUTIONAL MEMBERSHIP TERMS AND CONDITIONS

In consideration of the grant of our Institutional Membership with AAS for the current calendar year ending December 31.

1. We declare that the information we are providing in support of this application is true and correct.
2. We declare that we meet the eligibility criteria for membership.
3. We understand and accept that our admission to and continued membership is conditional upon our observance of the Constitution of the AAS. Notwithstanding the generality of the above:
 - (a) We undertake to abide and procure that all our employees and authorised representatives under our Institutional Membership (collectively “Authorised Representatives”) abide by the Constitution of AAS (and any alteration or amendment to it) and to comply with such rules made under it;
 - (b) We undertake to comply and procure that our Authorised Representatives comply with any terms and conditions as may be prescribed by AAS for the use and/or access of resources and facilities made available by AAS; and
 - (c) We accept that our membership may be suspended or terminated by AAS at any time, if we or any of our Authorised Representatives contravenes the Constitution of AAS including such rules made under it and/or any terms and conditions as may be prescribed by AAS for the use and/or access of resources and facilities made available by AAS.
5. We undertake to make payment of the relevant Institutional Membership Fees within 2 weeks of this application:
6. We understand that our application will only be processed upon receipt by AAS of all payments due.
7. We have read and agree to the Privacy Notice of AAS. We hereby represent, warrant and undertake to AAS that:-
 - (a) We will procure and ensure that our Authorised Representatives agree to the Privacy Notice of AAS; and
 - (b) To the extent that personal data of any of our Authorised Representatives are disclosed or transferred by us to AAS, the individuals to which the personal data pertains have consented to AAS collecting, holding, transferring and processing such personal data, for the purposes set out in the Privacy Notice and/or purposes which the transfer was made by us.
8. We acknowledge and agree that the provisions herein shall be construed and governed by Singapore Law.