

ACF Community Groups Personal Data Privacy Agreement

ACF has agreed to give you access to personal data of supporters held by ACF for the purposes of supporting and advancing your ACF Community Group. In accepting access to this personal data, you agree:

- To only use the personal data for the purpose of communicating with supporters about upcoming ACF Community group meetings, events and activities.
- That all communications with supporters will be compliant with the ACF Community Principles and that communications will not have content of a partisan nature or be unaligned with ACF's National Agenda or ACF Community Group local tactics and local campaign goals agreed by ACF.
- That the personal data may only be accessed by designated ACF Community Group members who have completed all designated ACF training and signed an ACF Personal Data Privacy Agreement and that data will not be accessed by, or shared with, other individuals or groups.
- That you have completed all ACF privacy training and understand the risks to the security of supporter data and understand that it is your responsibility to comply with ACF security practices and policies as advised to you from time to time.
- That you are responsible for the security of all data accessed, processed, downloaded or recorded under your charge and for all transactions performed with your logon ID and you will ensure your login ID and password are secure and will never give your logon ID or password to any other person.
- That if you save, download or otherwise take a copy of data, you will at all times store the copy of that data in a secure environment (electronic and/or physical) and will securely delete or destroy the copy when it has been used for the purpose for which it was taken.
- That you will not misuse the data in any way including accessing it for your own purposes or allowing unauthorised access to it.
- That, where you are accessing the information via NationBuilder, you will only log in to NationBuilder using a secure personal device. A secure personal device is one with the following attributes:
 - It has installed and up to date anti-virus & anti-malware software with real time protection and at least weekly scans enabled
 - It has up to date software and operating systems (all released patches and security updates installed)
 - It will only allow trusted software to be installed
 - The firewall is turned on
 - You do not use Peer to Peer file sharing software from the device
 - You always use a lock screen and require a password for your account and do not share that password
 - You use only secure (password protected) wifi networks
 - You never open email attachments from unknown sources

[If you need assistance understanding these technical attributes or would like your device to be checked for compliance, your ACF Organiser is available to assist you.]
- That it is your responsibility to report any issue that you become aware of that may compromise the security of the NationBuilder database or the ACF data (including unauthorised access) immediately upon becoming aware of the issue. Reports should be made to your ACF Organiser.
- You understand that breach of this Agreement could result in loss of access to the personal data.

Signed:

Name:

Date: