

Champions of Change Coalition

Privacy Policy

April 2021

Champions of Change Coalition Limited (Champions of Change Coalition) is committed to providing quality information and services to you. This policy explains how we handle personal information relating to individuals.

We are subject to the *Privacy Act 1988* (Cth) (the **Privacy Act**) and when handling your Personal Information, we must comply with the Australian Privacy Principles (**APPs**). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the APPs may be obtained from the website of the Office of the Australian Information Commissioner at www.oaic.gov.au/privacy/australian-privacy-principles/.

Terminology

In this policy, the expressions "we", "us" and "our" are references to Champions of Change. The expressions "you" and "your" refer to each and every individual whose personal information we may handle from time to time.

What is Personal Information and why do we collect it?

Personal Information is any information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- ◆ whether the information or opinion is true or not; and
- ◆ whether the information or opinion is recorded in a material form or not.

Examples of Personal Information we collect include, but are not limited to:

- ◆ your name; and
- ◆ your contact details, including home address/es, email address/es, phone and facsimile numbers; and
- ◆ your photograph (headshot) and signature; and
- ◆ other information from which you are identifiable or reasonably identifiable.

Some Personal Information may include Sensitive Information (described and defined below).

Method of Collection

Our preference is to collect Personal Information about an individual directly from that individual unless it is unreasonable or impracticable for us to do so.

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.



Information will generally be collected from the following sources:

- ◆ interviews between us and you;
- ◆ correspondence between us and you, by telephone and facsimile, by email, via our website www.championsofchangecoalition.org, through your completion of our forms, from your website;
- ◆ from publicly available sources, including media and publications
- ◆ and from third parties.

Purposes of Collection, Use and Disclosure

We may use and disclose your Personal Information for the primary purpose for which we collected your Personal Information, for reasonably (or directly if the Personal Information is Sensitive Information) related secondary purposes within your reasonable expectations and where required by law including, but not limited to:

- ◆ To provide services, send news and information about Coalition activities, events surveys and research, which we believe may be useful to you, to allow us to market, monitoring who is accessing the website or using services provided on the website, profiling the type of people accessing the website, responding to your comments or enquiries, verifying your identity; and
- ◆ To invoice for Membership fees

You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where practicable, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive Information is defined in the Privacy Act and includes information or an opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, sexual orientation, membership of a trade union or other professional body, criminal record or health information.

Sensitive Information will only be used by us:

- ◆ for the primary purpose for which it was obtained;
- ◆ for a secondary purpose that is directly related to the primary purpose; and
- ◆ with your consent; or where required or authorised by law.

We do not use Sensitive Information to engage in direct marketing.

Third party links

Our website may contain links to other websites (linked websites). Those links are provided for convenience only and may not remain current or be maintained.

We are not responsible for the content or privacy practices associated with linked websites.

Our links with linked websites should not be construed as an endorsement, approval or recommendation by us of the owners or operators of those linked web sites, or of any information, graphics, materials, products or services referred to or contained on those linked web sites, unless and to the extent stipulated to the contrary.

Disclosure of Personal Information

To the extent permitted by the Privacy Act and other applicable privacy laws, your Personal Information may be disclosed in a number of circumstances including the following:



- ◆ to third parties where you consent to the use or disclosure; and
- ◆ where required or authorised by law.

Third party cloud services (e.g. Google suite and Dropbox) are used to store personal information.

Security of Personal Information

We will take steps as are reasonable in the circumstances to protect the Personal Information we hold from misuse or loss and from unauthorised access, modification or disclosure. We will also take steps as are reasonable in the circumstances to destroy or de-identify Personal Information once we no longer needed it for any purpose for which the information may be used, disclosed or retained under the Privacy Act. However, most of the Personal Information is or will be stored in Champions of Change Coalition files as an electronic record or in paper form, which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing using the contact details provided below.

Champions of Change Coalition will not charge any fee for your access request, but we may require you to meet our reasonable costs for actually providing you with access to your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This policy may change from time to time in order to maintain our compliance with applicable law and regulation or following an update to our internal practices. We will do this by updating this policy our website at <https://championsofchangecoalition.org>. You may obtain a copy of our current policy from our website or by contacting us via the details below.

You may not be directly notified of such a change so please ensure that you regularly check this policy, so you are fully aware of any changes or updates.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about this policy, please contact us at:

Champions of Change Coalition Limited

Email: privacy@championsofchangecoalition.org

Telephone: (+61) 02 9135 2973

We will use reasonable efforts to deal promptly with complaints and inquiries and, in any event, acknowledge your complaint with 30 days.

If you are not satisfied with how we manage your complaint, you may contact the Office of the Australian Information Commissioner.