

Privacy Policy

Version date: September 2020

1 Introduction

CAUSINDY Ltd (ABN 40 612 577 036) (“**we**”, “**our**” and “**us**”) is committed to responsible privacy practices and to complying with the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (“**Privacy Act**”) to the extent they apply to us.

This Privacy Policy sets out our policies on how we handle personal information, the types of personal information we collect, how that information is used and who we share that information with.

We may update our Privacy Policy from time to time. At any time, the latest version of our Privacy Policy is available from our website at www.causindy.org. By continuing to use our website, or otherwise continuing to deal with us, you accept this Privacy Policy as it applies from time to time.

2 What is personal information?

In this Privacy Policy, “personal information” has the meaning set out in the Privacy Act. Essentially, personal information is information or an opinion about an individual who is reasonably identifiable.

3 What types of personal information do we collect?

The types of personal information we collect from you depends on the circumstances in which the information is collected.

We may collect contact details including your name, address, email address, phone numbers, gender, date of birth or age, areas of work and interests. We may also collect answers you provide to questions we ask and other information in relation to your dealings with us.

If you work or volunteer with us, or you apply to do so, we may also collect information for the purpose of considering your application or relevant to you working or volunteering with us, including your qualifications, resume, reference information from your nominated referees, bank details, feedback from supervisors and training records.

Except as described in this section, we do not generally require you to disclose any sensitive information (e.g. details of race, religious belief, sexual orientation or membership of a trade union) to us. If you do provide us with sensitive information for any reason, you consent to us collecting that information and using and disclosing that information for the purpose for which you disclosed it to us and as permitted by any relevant laws. In addition to the types of personal information identified above, we may collect personal information as otherwise permitted or required by law.

4 How do we collect your personal information?

We collect personal information in a number of ways. The most common ways we collect your personal information are:

- directly from you when you provide it to us, our agents or contractors (for example, when you register for one of our events or programs, such as our webinars, panel discussions, forums, conferences, our mentoring program or other educational or social events);
- when you visit our website or when you deal with us online (including when you register for any of our networks, such as our alumni network, or through our social media pages);

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- from publicly available sources;
- from our selected business partners and associated organisations; and
- from third parties (for example, from referees if you apply for a position as an employee with us or as a volunteer for us).

5 For what purposes do we collect, use and disclose your personal information?

We may use or disclose your personal information for the purposes for which we collected it (and related purposes which would be reasonably expected by you). Other instances when we may use and disclose your personal information include:

- where you have expressly or impliedly consented to the use or disclosure; and
- where the use or disclosure is permitted or required by law.

The purposes for which we use and disclose your personal information will depend on the circumstances in which we collect it.

Whenever practical we endeavour to inform you why we are collecting your personal information, how we intend to use that information and to whom we intend to disclose it at the time we collect your personal information.

The main purposes for which we may use or disclose your personal information include:

- to enable you to participate in our events or programs (including our webinars, panel discussions, forums, conferences, our mentoring program and other educational and social events);
- to maintain our alumni network;
- to maintain contact with you and respond to your queries or feedback;
- to improve our programs or events;
- to send you newsletters, promotional materials and other information related to our online network or events (you can unsubscribe from direct marketing information from us at any time by following the unsubscribe link or instructions provided in any email we send or by contact us);
- to recruit employees and volunteers; and
- to verify your identity.

If we are not able to collect personal information about you, we may not be able to provide you with some or all of these resources, services and assistance, or allow you to participate in our alumni network, events or other programs.

6 To whom do we disclose personal information?

We may disclose your personal information to third parties in connection with the purposes described in **section 5** of this Privacy Policy.

This may include disclosing your personal information to the following types of third parties:

- panellists, speakers, attendees, and other third parties participating in, or attending, our webinars, panel discussions, forums, conferences or other events;
- members of our online portals and databases (including our alumni network);
- our employees, selected business partners and our associated organisations;
- our contractors and other third parties that provide goods and services to us (including website and data hosting providers, and other suppliers);

- our accountants, insurers, lawyers, auditors and other professional advisers and agents;
- our payment system operators;
- if you are an individual contractor to us or a prospective employee or volunteer, to our HR related service providers;
- any third parties to whom you have directed or permitted us to disclose your personal information (e.g. referees); and
- other third parties as permitted or required by law.

If you post information to public parts of our websites or to our social media pages, you acknowledge that such information (including your personal information) may be available to be viewed by the public. You should use discretion in deciding what information you upload to such sites.

7 Does personal information leave Australia?

We may disclose personal information outside of Australia to our selected business partners, our associated organisations, our service providers and to other third parties, including recipients located in Indonesia.

8 How do we protect personal information?

We will take reasonable steps to keep any personal information we hold about you secure. However, except to the extent liability cannot be excluded due to the operation of statute, we exclude all liability (including in negligence) for the consequences of any unauthorised access to, disclosure of, misuse of or loss or corruption of your personal information.

Nothing in this Privacy Policy restricts, excludes or modifies or purports to restrict, exclude or modify any statutory consumer rights under any applicable law including the *Competition and Consumer Act 2010 (Cth)*.

Please notify us immediately if you become aware of any breach of security.

9 Accuracy of the personal information we hold

We try to maintain your personal information as accurately as reasonably possible. We rely on the accuracy of personal information as provided to us both directly (from you) and indirectly.

We encourage you to contact us if the personal information we hold about you is incorrect or to notify us of a change in your personal information. Our contact details are set out in **section 13** of this Privacy Policy.

10 Links, cookies and use of our websites and applications

Our website may contain links to other sites. This Privacy Policy applies to our website and not any linked sites which are not operated or controlled by us. We encourage you to read the privacy policies of each website that collects your personal information.

We may use “cookies” and similar technology on our websites and in other technology applications. The use of such technologies is an industry standard, and helps to monitor the effectiveness of advertising and how visitors use our websites/applications. We may use such technologies to generate statistics, measure your activity, improve the usefulness of our websites/applications and to enhance the “customer” experience.

If you prefer not to receive cookies you can adjust your Internet browser to refuse cookies or to warn you when cookies are being used. However, our websites may not function properly or optimally if cookies have been turned off.

To the extent that information collected through “cookies” and other similar technology constitutes personal information, we will handle such information in accordance with this Privacy Policy.

11 How can you access and correct personal information we hold about you?

You may request access to, or update or correct your, personal information held by us. To make a request, please contact us in writing (see our contact details in **section 13** of this Privacy Policy). We may require that the person requesting access provide suitable identification and where permitted by law we may charge an administration fee for granting access to your personal information.

If you become aware that any personal information we hold about you is incorrect or if you wish to update your information, please contact us (see **section 13** of this Privacy Policy).

12 Queries, comments and complaints about our handling of personal information

If you have any questions, comments or complaints about our collection, use or disclosure of personal information, or if you believe that we have not complied with this Privacy Policy or our obligations under Australia's privacy laws, please contact us (see **section 13** of this Privacy Policy).

When contacting us please provide as much detail as possible in relation to your question, comment or complaint.

We will take any privacy complaint seriously and any complaint will be assessed with the aim of resolving any issue in a timely and efficient manner. We request that you cooperate with us during this process and provide us with any relevant information that we may need.

If you are not satisfied with the outcome of our assessment of your complaint, you may wish to contact the Office of the Australian Information Commissioner.

13 How can you contact us?

Please address all privacy complaints to: news@causindy.org.

If you wish to seek access to or correct or update any personal information we hold about you, or to unsubscribe from our direct marketing you can also contact us using the contact details listed above.