



# PRIVACY POLICY

9 June 2020

Thank you for trusting us with your personal information so we can do the work we do. We know your personal information is important to you. That's why it's important to us, too. Here's how we manage your personal information and how you can get in touch if you have any concerns about your privacy.

## 1. YOUR PERSONAL INFORMATION

It is always a privilege when you share your stories and struggles with us.

We collect the information you give us about yourself, such as your name, contact details and financial information, when you sign up to updates, donate, or take action through our website. We also collect information you give us about yourself when you engage with our social media platforms, or when you engage directly with us, such as when you volunteer or apply for a job with us.

We also may collect information given to us about you, such as when a stakeholder tells us about you or your story.

## 2. USING AND DISCLOSING YOUR PERSONAL INFORMATION

To maintain the trust you place in us, we take care in how we use and disclose your personal information to others.

We use your personal information with your consent, to comply with our legal and regulatory obligations, or to inform and strengthen our organisation internally, such as monitoring, analysing and researching our effectiveness and impact, and improving our activities for the future.

We disclose your personal information with your consent, to comply with our legal and regulatory obligations, or confidentially with our agents, suppliers and advisors when they are doing work for us or supplying us services so we can do our work. Some of our suppliers (such as third party service provider databases we use to store personal information) are based overseas, meaning your personal information may be stored in Australia or overseas.

In rare cases, we may use or disclose personal information where it is reasonably necessary and permitted by law, such as to lessen or prevent serious threats to life, health or safety, or as part of legal proceedings.

## 3. ACCESSING AND UPDATING YOUR PERSONAL INFORMATION

If you receive an email through our mailing list, you can update your subscription options and details using the link in the email. You can otherwise update your personal information, or opt-out of receiving communications from us, by contacting us at [info@equalityaustralia.org.au](mailto:info@equalityaustralia.org.au).

If you want to check, access or correct the information we hold about you, let us know at [info@equalityaustralia.org.au](mailto:info@equalityaustralia.org.au). To the extent we are reasonably able to, and provided it does not interfere with the rights of others, we will do our best to honour your request.

Trans and gender diverse people who wish to update their names or details just need to let us know. We will update our records to make sure your name and pronoun reflect the person you truly are.

## 4. COOKIES

Our website and social media platforms use cookies, which are small text files created and stored on your computer by your internet browser. These hold information about the pages you view and help personalise your browsing



experience. You can disable cookies using the options in your internet browser, although some website functionality may not be available or may not function correctly if you do.

## **5. CONCERNS, QUESTIONS OR COMPLAINTS**

If you have any concerns, questions or complaints about the way we have used your personal information, please contact us at [info@equalityaustralia.org.au](mailto:info@equalityaustralia.org.au) so we can look into it and do our best to get it fixed for you.

## **6. CHANGES TO THIS POLICY**

We may change this policy from time to time. The latest version of this policy will always be available on our website.