

PRIVACY POLICY

1 About this privacy policy

At Binarri-binyja yarrowoo Aboriginal Corporation (**BBY**), we value and respect your privacy and take the protection of your personal information very seriously.

We have prepared this privacy policy to inform you of the personal information we collect and hold about you, and how we use this information. This policy also provides information about your privacy rights as an individual and how to contact us if you have any privacy concerns.

From time to time, we may review and update this privacy policy. All personal information will be collected and handled by us in accordance with the most recently updated policy.

2 What personal information do we collect and handle?

'Personal information' is information from which you are reasonably identifiable as an individual.

We collect and handle current and historical personal information about individuals, including BBY's directors, staff, members, volunteers, secondees, contractors and stakeholders, as well as other community members.

The types of personal information we collect and handle generally include:

- your name and contact details;
- information about your dealings with us;
- your organisation and position;
- your skills, qualifications, experience and suitability for roles with us;
- your interests, opinions and preferences;
- your responses to any forms or surveys you submit to us;
- information about your racial or ethnic origin or your religious and philosophical beliefs; and
- for BBY directors, staff, members, volunteers, secondees or contractors – information about your employment or role with BBY, including information about your performance, conduct and payroll/tax/financial matters. This may include information we collect pursuant to laws including the Fair Work Act, Superannuation Guarantee (Administration) Act, Income Tax Assessment and other tax laws, Corporations Act, occupational health and safety acts and workers compensation acts.

Some of the information we may collect is considered 'sensitive information' under certain privacy laws, for example, your racial or ethnic origin. We are subject to especially strict privacy obligations in relation to sensitive information.

3 How do we collect personal information?

We collect personal information through various avenues, including:

- information you provide to us directly, for example, when you communicate or interact with us or when you complete a form or a survey;
- records of your interactions with BBY by telephone, email, online or in person; and
- other means, including publicly available sources, the electoral roll (where this is approved), your organisation, your representatives, information service providers and the parties with whom we exchange information, as described in this policy. We may combine this information with other personal information that we collect from you.

You must only provide us with the personal information of someone else if you have that person's consent to do so based on this policy.

4 How do we use and disclose personal information?

We collect, hold, use and disclose personal information to perform BBY's functions and activities. This includes:

- operating and further developing our services;
- seeking, facilitating and recording your interactions and dealings with us and your participation in our work;
- responding to your comments or questions;
- providing information about us;
- managing our relationship with our stakeholders, with you and with any other person or organisation you represent;
- verifying your identity and information;
- maintaining and updating our records;
- administrative purposes including research, planning, campaign and service development, record-keeping and internal reporting;
- assessing, training, working with and managing our staff, volunteers, secondees and contractors (including processing job applications);
- collecting aggregated data, and conducting surveys, about the community; and
- with consent, publishing case studies about individuals in relation to our services.

The types of third parties with whom we exchange personal information include:

- our service providers, including providers of campaign, promotion, accounting, auditing, legal, banking, payment, delivery, data processing, data analysis, document management, information broking, research, investigation, recruitment, insurance, superannuation, payroll, training and technology services;
- for people who work with us, or apply to work with us, referees and screening check providers (e.g. for background, identity, eligibility to work, vocational suitability, health and criminal record checks);

- government agencies for reporting and compliance purposes; and
- your organisation and representatives.

These organisations will also be subject to obligations to protect your personal information.

5 How do we protect your personal information?

We take a range of steps to protect the personal information that we hold, electronically and in hard copy form, both at our premises and with the assistance of third party providers. The security measures that we take will depend on the circumstances and include securing our premises and measures to restrict who can access data held in electronic systems.

6 How can you access and correct your personal information?

The accuracy of information is important to us. To help us keep your information accurate, please let us know if there are any errors or changes in your personal information. In most cases, we can help you promptly and informally with these requests. In other cases, we may need to verify your identity and ask you to make your request in writing.

We will provide our reasons if we deny your request for access to, or correction of, your personal information. Where we decide not to make a requested correction to your personal information and you disagree, you may ask us to make a note of your requested correction with the information.

7 How can you make a privacy complaint?

You can contact us (as set out below) if you have any concerns about how we have handled your personal information. We will respond to let you know who will be handling your matter and when you can expect a further response. We may request additional details from you regarding your concern, and may need to engage or consult with other parties to investigate and deal with your issue. We will keep records of your request and any resolution.

8 How to contact us

If you have any questions or comments about this privacy policy, please don't hesitate to contact us as follows:

Contact: Christy Hawker

Address: PO Box 1338 Kununurra WA 6743

Email: ceo@bby.org.au

Phone: (08) 9169 2272

Binarri-binyja yarrowoo Aboriginal Corporation ABN 50 552 473 218

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